ST. PATRICK SCHOOL
2026 – 2027

PARENT and STUDENT HANDBOOK

As of October 16, 2026, 2026

Pastor	Rev. Wojciech Oleksy	Associate Pastor	Rev. Rodlin Rodrigue
Principal	Mrs. Mary Vitulli	Operations Director	Mrs. Diana Danev
Admin. Assistant	Mrs. Lisa Lindgren	Financials & Accounts	Mrs. Kelly Mantas
Receptionist	Mrs. Maria Montoya		
Athletic Director	Ms. Nora McKinnon		

TEACHERS

PreK Director-		Mrs. Linda Schlueter
PreK-4J		-Mrs. Julie Johnson
PreK-4S		-Mrs. Rebecca Sponseller
PreK-3S		-Mrs. Linda Schlueter
KE	-	Ms. Linda Esser
KS	-	Miss Bridget Swanson
1A	-	Mrs. Megan Avila
1J	-	Miss Kara Jones
2S	-	Mrs. Christine Sulla
2R	-	Mrs. Janis Rial
3M	-	Miss Nora McKinnon
3U	-	Mrs. Andrea Uko
4S	-	Mrs. Colleen Stachowiak
4W	-	Mrs. Lisa Weideman
5E	-	Mrs. Christina Egmer
5W	-	Mr. Peter Wilson
6A	-	Ms. Brittany Abraham
6B	-	Mrs. Christina Bawcum
7M	-	Mrs. Katie Miller
7S	-	Mrs. Lauren Smith
8R	-	Ms. Jessica Rigwood
8M	-	Mrs. Lucy McKinnon

TEACHER AIDES

PreK	Mrs. Jordan Del Re
PreK	Mrs. Andrea Reynolds
KE	Miss Gina Krell
KS	Mrs. Meetu Deora

Primary Aides:
Mrs. Krista Khayat
Mrs. Becky Hoffman
Mrs. Barb Urbanik
Jacqueline Cyphers

Intermediate Aides:
Mrs. Colleen Case
Mrs. Jackie Epping

Jr. High Aides:
Mrs. Aileen Duarte
Mrs. Susan Hogan
Mrs. Priscilla Formica

6th Grade Math	-	Mrs. Mary Ann Wilson
Spanish – Grades 6-8	-	Mrs. Suhey Romano
Library / Idea Lab K-3	-	Mrs. Sheri Jones
Learning Resource Services	-	Mrs. Rebecca Chorazy
Reading Specialist	-	Mrs. Mary Richter
Social Worker	-	Mrs. Melissa Ehrsam
Behavior Specialist	-	Miss Bridget McKinnon
2-8 P.E. Teacher	-	Mrs. Jamie Deehr
PreK-8 P.E. Teacher	-	Mrs. Karen Rojas
Music Teacher K-8		-Ms. Gabriela Sorrentino
Art Teacher K-8	-	Mrs. Barbara Urbanik
Technology/IT Director / Robotics	-	Mrs. Ann Orchard
Speech & OT Services	-	Touchstone Therapy
Music On the Move (Band Program)	-	Mr. Chris Hills
Maintenance (Day)	-	Mr. Russel Precht
Maintenance (Evening)	-	Mr. Reinaldo Gonzalez
Maintenance (Day/Weekend)	-	Mr. Phillip Tufo

The 2026-2027 school theme will be ***Celebrating 70 Years of Growing Disciples of Christ.*** It is important to St. Patrick School that we help our children develop a strong and genuine relationship with our Lord. Pope Leo recognizes the values of Catholic education in reaching children's minds, hearts and soul.

St. Patrick School prides itself with a strong Catholic Identity. Our day begins and ends with prayer. Students will attend Mass twice per month and during liturgical seasons and on Holy Days of Obligation. They share in the Catholic traditions of praying the rosary and Stations of the Cross. All children have a daily religion class and those students at different grade levels prepare for the Sacraments of Reconciliation, First Holy Communion and Confirmation.

St. Patrick School understands the important partnership it shares with the parents that have entrusted their children into our care. Providing a faith-based environment creates the thread that is woven through all that we say and do. Our goal this year will be to highlight all the ways Christ calls us to be his disciples. We pray to our Lord for His protection, guidance and blessings.

Anything new in the handbook this year will be printed in **BLUE ink**

As of October 16, 2026

ST. PATRICK CATHOLIC SCHOOL

2026-2027 St. Patrick School Parent/Student Handbook

A message from the Principal:

Dear Parents and Students,

Welcome to another wonderful year at St. Patrick School! We are grateful that you have chosen to be part of our school family and entrusted us with the education and formation of your children. We are excited to celebrate with you our 70th anniversary year!

At St. Patrick School, we believe that education is a partnership among **parents, students, teachers, staff, parish, and community**. Together, we strive to nurture each child's faith, develop strong academic skills, build character, and inspire a lifelong commitment to serving others.

Our Catholic faith is at the heart of all that we do. We seek to create an environment where every student knows that they are a beloved child of God and is encouraged to grow in faith, hope, love, knowledge, and virtue.

This Parent/Student Handbook provides important information about our policies, procedures, expectations, and traditions. Please take time to read it carefully and discuss the expectations with your child. Your support and cooperation are essential to creating a safe, respectful, and faith-filled school community.

The Archdiocese of Chicago's Office of Catholic Schools requires every principal to send out an updated Parent /Student Handbook. Once received and read, please click on the link on the next page and quickly fill out the form that indicates that you received the handbook and read its contents. Thank you.

May God bless our students, families, and staff throughout the school year. May we continue to **walk together, as we work together in building disciples of Christ.** May the foundation we build together have a fruitful harvest in the future.

In peace and gratitude,

Mrs. Mary Vitulli
Principal

ARCHDIOCESE OF CHICAGO

St. Patrick School Parent-Student Handbook
Acknowledgement Page

Each year our handbook is edited and important information is added. It is imperative that you take some time to read through its contents after each new publication. As per the Archdiocese of Chicago Office of Catholic School, parents are required to sign off that you have received and read the contents of the
2026-2027 St. Patrick School Parent-Student Handbook
And shared the contents with your children.

Please pay particular attention to the script written in green text.
These are the changes made to the handbook for the 2026-2027 school year.

- -

Click on the Google Handbook Acknowledgement Link below.

[*https://forms.gle/uWDjs4QCKV8MWtdMA*](https://forms.gle/uWDjs4QCKV8MWtdMA)

By completing / submitting the acknowledgement form, you are stating that you have read the 2025-2026 St. Patrick School Parent –Student Handbook, and you have also shared it with your student(s).

Thank you.

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ACCREDITATION

St. Patrick School is accredited by both the Chicago Archdiocese Office of Catholic Schools and the Illinois State Board of Education.

Once every five years the school undergoes an evaluation by the State of Illinois. Included in this evaluation are the review of records, teacher certification, building safety, policies and procedures, and a complete review of curriculum. Our last evaluation took place in the spring of 2021 in which we passed with no violations. We are fully recognized by the State of Illinois.

GOVERNANCE

St. Patrick School is a part of the Archdiocese of Chicago Catholic Schools System and is recognized by the State of Illinois. As such, St. Patrick School follows certain state mandated and archdiocesan required policies. Being part of the St. Brigid Parish, local policies are developed by the administrative team of pastor, principal, and assistant principal in collaboration with faculty and staff.

MISSION STATEMENT

St. Patrick School is a Welcoming Catholic Community led by Caring Educators teaching a Rigorous Curriculum grounded in Christian Values developing Character and Respect for Others.
(Newly written as of August, 2020)

PHILOSOPHY

We are a Catholic School. We commit ourselves to the belief that each of our students is a child of God. As a staff, we dedicate ourselves to modeling Gospel values and thus fashioning a community of learning that will incorporate both parents and the larger parish family. Together we seek to achieve academic excellence. We create a warm, nurturing environment from which students will emerge with a disciplined, joyful image of themselves as the beloved children of God.

BELIEF STATEMENT

In the words of Pope John Paul II, the mission of all Catholic schools is "to communicate Christ." The faculty and staff of St. Patrick School believe as followers of Christ, we:

- Strive to model Christian morals and values, including prayer and service as an important part of our spiritual development.
- Treat each other as children of God with compassion, dignity, and respect.
- Believe academic integrity is based upon fairness, honesty, respect, responsibility, and trust.

VISION OF THE GRADUATE

Graduates of St. Patrick School hold Catholic Faith and Values as the integral part of their total person. They understand, believe, and exhibit a Catholic Faith Life with reverence and compassion. They make this evident by acting responsibly with personal integrity and in building a sense of self-worth while respecting the unique giftedness of others.

With knowledge gleaned from **religious studies**, students realize that an understanding of church history, doctrine, and scripture empowers them to more fully experience Christ's presence in their lives. They further know that by sharing in the Holy Mass and receiving the sacraments they are able to encounter Christ in a more personal way. Combined with an acceptance of Christ's message to follow his teachings and commandments, they are able to put into practice a true faith relationship with God; one that is communal as well as personal.

In **Language Arts**, graduates utilize critical thinking skills, read and write for a variety of purposes and express themselves using Standard English in a grammatical, well-organized, and coherent manner. They are also experienced in reading, interpreting, and analyzing various genres of literature.

In application of the **scientific metho**d, graduates recognize and investigate problems, as well as formulate solutions by reason and evidence. They are then able to express and interpret their findings while making connections between science and the world they live in relative to individual, social, environmental, and technological concerns.

In **math,** graduates are problem solvers who think and communicate mathematically. They understand the value of mathematics and have an understanding of the problem-solving process. This is demonstrated in their knowledge of numbers and their representations in a broad range of theoretical and practical situations. They are conversant with how to investigate, represent, and solve problems using number facts, operations and their properties, and algorithmic relationships displayed with appropriate and rigorous mathematic vocabulary.

Graduates understand how **political, economic, social, and environmental situations affect history** and foreign policy both in the past and present. They are familiar with the function of government, the election process, and the responsibility of citizenship. Graduates also demonstrate a knowledge of the different geographical and cultural regions of the United States and the world.

Graduates understand the responsibility and value of using **technological resources** for research and educational purpose. When working with technology students will display digital citizenship and academic honesty. As cooperative and responsible participants of group physical activities, graduates model an attitude of fair play and sportsmanship while exhibiting movement skills and the concepts necessary to engage in health-enhancing physical activity.

As stewards of God's earth, St. Patrick graduates recognize their custodial responsibility to act in harmony with God's creation. They also realize that to do this they must put their beliefs and attitudes in practice throughout their lives and remain open to spiritual growth.

NOTICE OF NONDISCRIMINATION

St. Patrick School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Patrick School admits students of any race, color, sex, national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students in this school.
While St. Patrick School is not in full compliance of the American with Disabilities Act, the school does provide ramp access to the building entrance and the gym.

While St. Patrick School does not meet the Individuals with Disabilities Education Improvement Act in its totality, it does provide for the student body an excellent resource team made up of a full-time learning resource teacher, part-time reading resource, a full-time behaviorist counselor and a part-time social worker. We partner with a company that provides a speech and language pathologist as well as an occupational therapist. Parents should confirm with the school principal if the school's resource team can meet the needs of their child.

It is the policy of St. Patrick School to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment by reason of such individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position, except when one of these characteristics is a necessary qualification of a position.

Should there be a discrimination concern raised, this concern should be brought to the pastor and president of the Board of Specified Jurisdiction. If a resolution is not found there, the party can bring their concerns to the Superintendent of the Office of Catholic Schools for the Archdiocese of Chicago.

The school complies with applicable federal and state laws prohibiting discrimination:

1. Title IX of the *Education Amendments of 1972*
2. *The Individual with Disabilities Education Improvement Act*
3. The *Age Discrimination in Employment Act of 1967*
4. The *VI of the Civil Rights Act of 1964*
5. *Title VII of the Civil Rights Act of 1964*
6. *The Americans with Disabilities Act of 1990*

WELLNESS POLICY

BELIEF STATEMENT

St. Patrick School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn.

INTENT

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of Public Act 194-0199.

RATIONALE

Public Act 094-0199 amends the Illinois School Code, requiring the Illinois State Board of Education to establish a state goal that all districts have a wellness policy. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

GOALS FOR NUTRITION EDUCATION

- Students in grades 6 through 8 shall receive nutrition education as part of a sequential program that is coordinated within a comprehensive health education curriculum. The curriculum shall be consistent with and incorporate relevant Illinois Learning Standards.
- To maximize classroom time and to achieve positive changes in students' eating behaviors, nutrition education shall be integrated into the standards-based lesson plans for students in preschool through 5th grade.

GOALS FOR PHYSICAL ACTIVITY

- Students in preschool through grade 8 shall participate in daily physical activity (on occasion this is not possible due to weather conditions or use of the gym and at the discretion of administration and staff) that enables them to achieve and maintain a high level of personal fitness.
- Preschool, elementary and middle school students shall participate in physical education.
- The school shall provide a daily supervised recess period to preschool, elementary and middle school students. ***(On occasion students may temporarily sit out of recess for a certain number of minutes to regroup due to a behavior issue.***
- Students shall be provided opportunities for physical activity through a range of before- and after-school programs including intramurals, interscholastic athletics, and physical activity during our after-care program.

GOALS FOR OTHER SCHOOL-BASED ACTIVITIES

Parent Partnerships

- The school shall support parents' efforts to provide a healthy diet and daily physical activity for their children. This support shall begin in elementary school and continue through middle school.
- Parents shall be provided information to help them incorporate healthy eating and physical activity into their student's lives. This information may be provided in the form of handouts or postings on the school website.

Healthy Eating Programs

- The school's hot lunch program is subsidized by the government and contracted by the Archdiocese of Chicago. For more information about our hot lunch program, visit www.fspro.com.
- The school has eliminated sweet treats during the holiday classroom parties and as a celebration of birthdays.

Physical Activity

- Physical education shall be provided by trained staff members certified to teach physical education.
- Physical education classes shall have a student to teacher ratio comparable to those in other curricular areas.
- Physical activity facilities and equipment on school grounds shall be safe.
- The school is encouraged to work with the community to create a community environment that is safe and supportive of students walking or biking to school.
- A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

Food or Physical Activity as a Reward or Punishment

- School personnel shall be encouraged to use nonfood incentives or rewards with students and shall not withhold food from students as a consequence for student's actions.
- It is up to the discretion of school personnel whether there is a reason to withhold participation in recess as a consequence for student's actions. It is the policy of St. Patrick School not to use this strategy regularly.

PARENT/GUARDIAN CONDUCT

Parents/Guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parent/guardian. In some cases, one of the following actions may permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting.
- Conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

SEXUAL HARASSMENT

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrasses that individual shall be subject to the sanctions for misconduct set forth above.

The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

GENERAL INFORMATION

Web address: www.spswadsworth.org

SCHOOL ADDRESS AND TELEPHONE

St. Patrick School
15020 W. Wadsworth Road
Wadsworth, IL 60083-9502

Phone: (847) 623-8446
FAX: (847) 623-3119
e-mail: sps@stpatrickwadsworth.org

Absences MUST BE reported by emailing your child's teacher.
Please notify the Main Office at: attendance@stpatrickwadsworth.org
Innovation Learning (before & after school programs) telephone line: (847) 625-0034, Ext. 211, 2:30-6:00 PM

DAILY TIME SCHEDULE

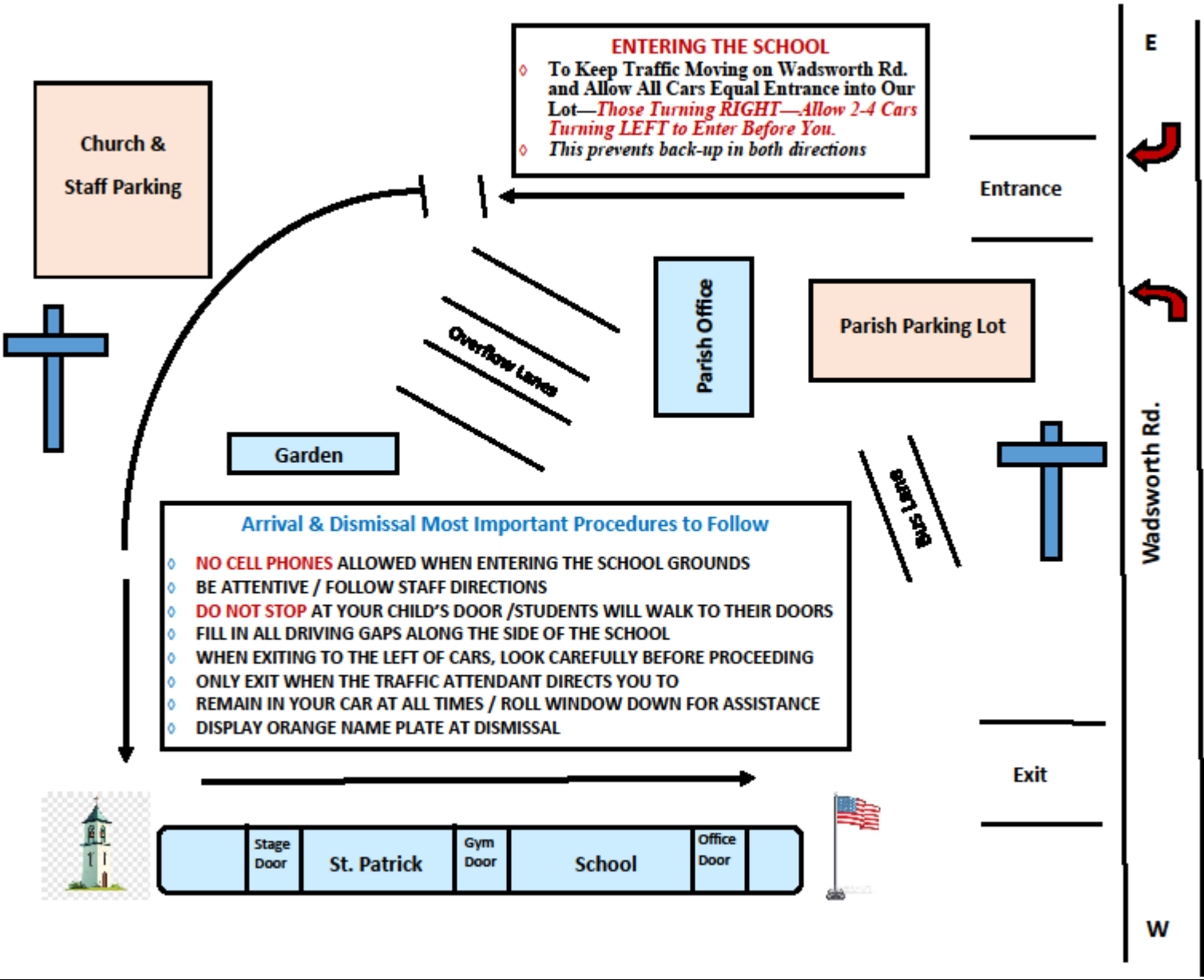
School Hours: 7:35 AM - 2:45 PM
Instructional Hours (Minus Lunch, Recess, and Passing Periods) are 5 hours and 25 minutes.
St. Patrick School Office is open from 7:35 AM-3:45 PM. **School office closes at 3:30 PM on Fridays**.

ARRIVAL SCHEDULE:

***NOTE: Cars traveling east on Wadsworth Rd. are not supposed to enter the left turning lane until they have reached Chicago Ave. Entering the turn lane too soon is not legal according to Lake County Sheriff's Dept.**

- 7:35 – 7:55 a.m. / Official Drop-Off Time. *It is imperative that students arrive during this timeframe.*
  - Walker / Riders will enter through 3 different doors upon arrival
    - Grades 4 / 5 will enter through the stage door
    - Grades K/ 2/ 7 / 8 will enter through the Boehm Center doors
    - Grades 1/ 3 / 6 will enter through the Main Office doors
  - Preschool will enter through the Early Childhood entrance.
  - Bus students will enter by the Library
  - This year, as in past years, parents of students in grades K-8 will arrive and stop along the side of the school building. Students will then be directed to go to their proper entrance.
  - Upon arrival, students will receive hand sanitizer.
  - Students will go directly to their homeroom or classroom
  - ALL DOORS WILL BE LOCKED AT 7:55 A.M. If you arrive after 7:55 a.m., you will be directed to park your car in the west parking lot by the Historic Church and have your child wait for morning prayer and announcements to end. A staff member will come to the parking lot and alert you to when it is safe for your child to enter the building. At that point they will be marked tardy.
- ***DROP OFF PROCEDURE***:
  - *7:35-7:55 a.m. (Official Drop-Off Time) - All families will be a part of our drop off line along the side of the building. Please follow the direction of supervisory staff waiting to assist students.*
  - *DO NOT PARK IN THE CENTER LOT*
  - ***DO NOT STOP AT EVERY ENTRANCE**. Follow the train to the front of the building leaving no spaces between your car and the car in front of you. This allows as many cars as we can to line up along the building at one time preventing back-up on Wadsworth Rd.*
  - *Always have your student exit from the passenger side of the car* so your child does not exit the car into moving traffic.
  - If your student needs assistance, please roll down a passenger window. This is the cue for staff to come to your car to assist your child.
  - Please remain in your car so you are not stepping into moving traffic.
- After 8:10 a.m. a parent or guardian **MUST come in to the Main Office** to sign-in a student who arrives late to school.

- *Reminder: Students who are chronically tardy miss important learning time and disrupt the classroom.* *<u>If a student accrues more than two hours of tardy minutes in a trimester, the time may be made up after school</u>*. Please adjust your schedule in the morning so that students are on time.



Arrival / Dismissal Procedures

ARRIVAL:

⇒ ***NEW: There will be attendants at the entrance and in the parking lot to line up cars in order to join the drop-off train.***

⇒ **Those making a right turn, let in 2-4 cars that may be turning left.**

⇒ **If your child needs assistance roll down your passenger window.**

⇒ **Your child must exit the car from the RIGHT SIDE ONLY.**

⇒ **Doors close promptly 7:57 a.m. If you arrive after this time, you must park with your child on the west side of the Historic Church until Prayer & Announcements are over. Someone will come out and motion for your child to enter.**

⇒ **If you arrive after 8:10 a.m. you must come in with your child and sign your child in.**

DISMISSAL:

⇒ **Anyone picking up your child must have the new ORANGE card with your child's name on it. Make sure each parent, grandparent, and babysitter have one.**

⇒ **If your younger children need help with their car seat, drive to the west side of the Historic Church and park your car in order to get out to buckle your child.**

BOTH:

⇒ **Absolutely NO CELL PHONE use while walking & driving on SPS campus.**

⇒ **Always be attentive / Follow the attendants' instructions.**

⇒ **No one enters or exits from the left side of the car. Cars may pass on the left lane to exit.**

⇒ **DO NOT get out of your car.**

⇒ **DO NOT STOP at your child's door. Fill in all open spaces to allow for more cars to drop off or pick up their child.**

⇒ When exiting our parking lot, ALWAYS follow the traffic officer's directions. Do NOT take it upon yourself to go unless he instructs you to do so.

AFTER SCHOOL CARE: Students in our after school program with Innovation Learning, will be called to Dyer Hall and will follow the procedure of the program. ***Innovation Learning has an afternoon program which runs from 2:45-6:00 PM. If you are unable to pick up by 3:00 PM please register for this program.***

VISITORS & TEACHER MEETINGS

We welcome parents/guardians to visit our school, but each visitor must sign in at the office window and wear a visitor badge throughout the entire visit. First time visitors will be asked to show a driver's license. The office will photocopy it for our records. Meetings with teachers need to be scheduled to ensure that they are available at the time you stop by. Meetings can be arranged by email or through the school office.

PARENTS ATTENDING SCHOOL TIME EVENTS

At the end of an event (typically at the end of the day), please do not stop by your students' classrooms to pick up your child(ren) to leave. Teachers are busy preparing for the end of the day. Come to the Main Office and we will call your student(s) to meet you there.

If your tuition compliance is working our Special Lunch Days, we ask that you refrain from "peeking in" or visiting your child's classroom. This disrupts the learning environment.

ST. PATRICK SCHOOL

2026-2027 KINDERGARTEN – 8TH GRADE TUITION RATES

Parishioner Rate	10 Month Expense	Non-Parishioner Rate	10 Month Expense
1 - $6115	$ 612	1 - $7,700	$ 770
2 - $10,854	$1,086	2 - $13,283	$1,329
3 - $14,951	$1,496	3 - $18,172	$1,818
4+-$18,773	$1,878	4 - $22,869	$2,287

Please note that once again tuition payments will be made over 10 months beginning in July and ending in May. There will be no tuition payment in August due to miscellaneous fees charged that month.

ST. PATRICK PARISHIONER RATE

A parishioner tuition rate is available for families who demonstrate a commitment to St. Brigid Parish. First and foremost, a parishioner family regularly participates in the Mass and the sacraments available to a Catholic family. We ask that families tithe to the parish with whatever means they are able to do. In return St. Brigid Parish helps to subsidize the school in order to keep tuition rates as low as possible.

NON-PARISHIONER RATE

Families who are not parishioners of St. Brigid Parish pay a slightly higher tuition rate. This is because they are not tithing to the parish.

REGISTRATION

Non-refundable Registration Fee (Paid in February per families)	$250
Book Fee (Paid in March per student)	$200
Technology Maintenance Fee (Paid in April per student)	$200

GRADE SPECIFIC FEES

Chromebook Leasing Fee (Paid in August)	$250 per child

(Additional Grade Level Fees Determined in August / No Tuition Payment is Required in August)

MANDATORY FUNDRAISING

Each family is required to buy or sell 3 $100 Spring Raffle Tickets. There are incentives for families to sell more if they can.

REQUIRED PARENT CONTRACT COMMITMENT

Tuition Compliance Activity

- All families are required to complete a minimum of 20 hours of designated tuition compliance activities in support of St. Patrick School during the 2026–2027 school year.
- If a family is unable to fulfill this commitment, they must notify the school immediately.
- Families may choose to complete a voluntary Buy-Out option in the amount of $1,000 in lieu of fulfilling the required service hours.
- Families who do not complete their assigned service hours and do not select the Buy-Out option will be charged $1,500 at the end of the school year. This amount reflects a $500 surcharge above the voluntary Buy-Out rate.

Tuition payments only cover 2/3 of the operating costs of St. Patrick School. The remaining revenue is generated through various fundraising efforts. All school families are required to volunteer time to fundraising or other activities that benefit the children of St. Patrick School. This activity of choice, either chosen or assigned, as outlined in the agreement, does not fulfill any requirement needed for families to qualify for the parishioner tuition rate.

ADMISSION POLICY

St. Patrick School admits students of any race, color, national, or ethnic origin to all rights, privileges, programs and activities generally made available to students at the school. In admitting students to the school, preference will be given to

- Those families who have children already in attendance at St. Patrick School
- New parishioner families at St. Brigid Parish
- Catholic non-parishioner families
- Non-parishioners..

It is the responsibility of the parent(s) to provide the school with a copy of their child(ren)'s birth and baptismal certificate. The certified birth certificate must be the original from the country in which the child was born (not a hospital copy). Copies will be made at school and the original returned.

Children entering Kindergarten must be 5 years of age on or before September 1st. Transfer student's records will be reviewed by the principal and teacher(s) before full-time student status is given. Ordinarily, 6th, 7th and 8th grade students are not admitted unless new to the area or transferring from another Catholic school. Archdiocesan rules and regulations must be met.

2026-2027 PRESCHOOL TUITION RATES

There is a non-refundable $150 registration fee

*1/2/3	*Class	*Hours	*2025 Tuition
	T/Th AM 3 yr olds	9:00 AM-11:30 AM	$240/month for 10 mos.
	Must be 3 by 9/1/2025		
	M/W/F AM PreK-4	*8:30 AM-11:30 AM	$345/month for 10 mos.
	Must be 4 by 9/1/2025		
	3-Day Full Day PreK-4	*8:30 AM - 2:45 PM	$420/month for 10 mos.
	Must be 4 by 9/1/2025		
	M-F AM PreK-4	*8:30 AM-11:30 AM	$550/month for 10 mos.
	Must be 4 by 9/1/2025		
	5-Day Full Day PreK-4	*8:30 AM - 2:45 PM	$687.50/month for 10 mos.
	Must be 4 by 9/1/2025		

TUITION PAYMENTS

Tuition payments are to be made in accordance with the schedule each family chooses through the FACTS tuition program **A family may choose either the 1st or 15th of the month**.. All required beginning-of-the-year school fees will be withdrawn from a family's FACTS account on August 15th. All families must set up an automatic FACTS withdrawal system when they register their child.

UNPAID TUTION

If a family's tuition is in arrears as of the FIRST DAY of the THIRD TRIMESTER, their child(ren) will not be allowed to attend school until the family account is current. A family must make an appointment with the principal to discuss their account.

SPECIAL CONSIDERATIONS

St. Patrick School recognizes that in some instances, alternative educational placement must be considered. In the event that the Principal, in consultation with the Pastor and the teacher, determines that a regular classroom placement at St. Patrick School does not meet the child's educational needs, the parent(s) will be required to find alternative appropriate

educational placement and/or services for their child, which may necessitate the child's removal from St. Patrick School. The child will not be allowed to reenroll in St. Patrick School unless it is determined by the Principal that the school can meet the educational needs of the child within a regular classroom setting, in conjunction with special services provided by a public agency if eligible. St. Patrick School shall follow all Archdiocesan Guidelines that govern such matters.

TRANSFER OF RECORDS

St. Patrick School follows the procedure of contacting the IL State Police Dept. whenever there is a request for the transfer of records for either a current or former student. This does not include the transfer of 8th graders moving to high school.

EXTENDED DAY THRU INNOVATION LEARNING

St. Patrick School provides a Before and After School Program through Innovation Learning to our school families. They have a morning program from 6:30 – 7:30 AM. and an afternoon program from 2:45-6:00 PM. The program is held in Dyer Hall. Further information is available through the school website or in the Main Office.

AFTER SCHOOL CLUBS:

St. Patrick School partners with, Chess Scholars and other clubs bring chess, Lego, craft clubs to our students. St. Patrick School will also provide its own afterschool enrichment programs in art and STEM for students in Grades 1-8, **Drama Club for students in grades 2-8 to enhance our children's learning experiences. We also offer a fishing club.**

PARENT INVOLVEMENT

Parents provide a large and indispensable contribution in making our school a productive educational experience. Our parents may volunteer as: classroom helpers, pizza day helpers, field trip chaperones, coaches, and/or room parents. Parents are asked to refrain from bringing their younger children with them when volunteering during the school day. We ask this so that your full attention is paid to school-age children.

As per the Archdiocese of Chicago's Office of Catholic Schools, all parents volunteering to interact with the students in the school or for a school function MUST fill out a Criminal Background Check, a CANTS form (DCFS background check), a Code of Conduct form AND go through a Virtus training session. *Directions are posted on our website. (Guest speakers are excluded.) There may be times during the school year that parents are welcomed into the classrooms. Meeting this requirement allows you to participate in any classroom special event.

It is important to note that parents working in classrooms have access to confidential information concerning the behavioral and academic progress of our children. Discretion should be used in discussing the difficulties involved in that progress. ***Parents should not use their cell phones or take pictures or video of students while working in the classroom***. It is recommended that parents work in a classroom other than that of their child/children**. If parents are needed to help chaperone field trips, teachers will do their best to rotate the selection of parents.** The end-of-the year celebrations are called Field Days. Our P.E. teacher solicits many parent volunteers. Parents can also sign up to join the Parent Association.

New in 2023-2024 was the institution of *Parent Grade Level Ambassadors*. This is a tuition compliance choice. The responsibilities for our new ambassadors will be outlined by the principal and communication will be regularly sent between the grade level ambassador and the parents of that grade level.

Withdrawal of Students Based Upon the Conduct of Parents / Guardians

Parents /Guardians are expected to demonstrate behavior consistent with the Catholic values at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school – related events.

Unacceptable behaviors include, but are not limited to: acts/behavior that is not aligned with the Catholic values and mission of the school, disrespectful, threatening, harassing, abusive behaviors/language, acts of intimidation, battery, assault, or other threats to the faculty, administration, staff, students, and volunteers of the school.

When a parent / guardian engages in any of the behaviors outlined above or in the school's parent code of conduct and, in the judgement of the Principal and of the pastor, such behavior negatively impacts the teaching, learning, or school environment, he/she may, after consulting with their assigned regional director:

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

Withdrawal of Students Based Upon Financial Delinquency
Students may be withdrawn if their parent/guardian fails to fulfill their financial/tuition obligations to the school. The principal will establish "Exclusion Days" in which families are told that they may not send their child to school unless a plan for tuition payment is formulated or followed. Such days should be announced ahead of time so that the family and teachers can make appropriate plans.

Kindergarten through 5th Grade Parties – Parties are held with the help of parent volunteers. They begin at 1:30 PM and end promptly at 2:30 PM. Parents are asked to arrive no sooner than 1:15 PM. The parties held each year: Halloween, Christmas, Valentine's Day, St. Patrick's Day. Food and drink treats will no longer be a part of holiday parties due to the number of food allergies **and the Archdiocese of Chicago / St. Patrick School Wellness Policy.**

Junior High Dances-The 6th, 7th and 8th grade students do not have class parties. However, they will have the opportunity to participate in school dances during the school year.

PHOTOGRAPH/VIDEO RELEASE

At times during the school year, students may be photographed or videotaped for use in program displays, will be placed in newspaper stories or shared on social media involving the school. These materials will be used only for appropriate and legitimate purposes. St. Patrick School asks that you sign a release form if you desire not to have your child photographed or videotaped.

SCHOOL REGULATIONS

DRESS CODE

At St. Patrick School, we promote a positive atmosphere that respects the dignity of each person, reduces competition, and directs attention to learning and growing in an environment that supports our Christian values. Grooming & clothing make a statement about a person.

The staff of St. Patrick School relies on parents to be the first monitors of the student dress code.

ALL STUDENTS WILL BE IN FULL UNIFORM THE FIRST DAY OF SCHOOL.

GIRLS

Kindergarten-Third Grade

Schoolbelles plaid jumper OR Schoolbelles navy pants (with logo), powder blue polo shirt or oxford shirt (long or short sleeved), Schoolbelles navy vest with SPS logo (comes in wool or acrylic) to be worn with pants or uniform shorts, and / or the navy sweatshirt with SPS logo can be worn over the jumper or in place of the vest during the cold winter months.

GIRLS

Fourth-Eighth Grade Knee-length Schoolbelles plaid skirt (additional 4 inch length available in hem if length does not stop 2 inches above the knee) OR Schoolbelles navy pants with logo, powder blue polo shirt or oxford shirt (long or short sleeved), Schoolbelles navy vest with SPS logo, and / or the navy sweatshirt with SPS logo.

BOYS

Kindergarten- Eighth Grade

Schoolbelles navy pants with logo- powder blue polo shirt or oxford shirt (long or short sleeved), Dennis navy vest with SPS logo (comes in wool or acrylic), and / or the navy sweatshirt with SPS logo.

If the weather is extremely hot or cold, adjustments to the policy will be made.

BOYS/GIRLS

Shorts (optional): Schoolbelles Uniform shorts only (navy) may be worn from the first day of school through September 30th and again beginning May 1st until the last day of school.

Shoes: ***Solid black, low cut, well maintained athletic shoes, tie shoes or rubber-soled, black leather Mary Jane shoes. No other color will be allowed in logos, striping, shoelaces or sole.*** (Kindergarten thru 2nd grade may wear Velcro closures.) Students must change into separate gym shoes for PE class.

Socks: White, navy, gray or black socks – girls may wear white, navy or gray knee-high socks or tights (no layering). Minor color trim at the tops of socks will be allowed. Blue, black or gray leggings may be worn under the uniform skirt. Flannel pants or leg-warmers are allowed only during recess for warmth.

Undershirts: If a student wears a t-shirt or undershirt under their clothing, it must be solid white without any imprinting and it must be short-sleeved.

Name Tags: All students in Grades K-3 must wear their name tags every day. Grades 4-8 will wear name tags for special occasions such as when there is a substitute teacher or for special assemblies. Students must wear their name tag on their collar. Students are asked to be responsible for their own name tag. The first name tag is provided free to the student. ***However, there will be a $5.00 charge for a replacement (damaged, defaced or lost). There will be no decorating of a student's name tag.***

Jewelry: Simple items such as a watch, bracelet, necklace, religious medal, and ring may be worn (Only ONE of each type at a time). Girls may wear small, unassuming earrings only.

Piercings / Tattoos: Girls may wear small, unassuming pierced earrings. Boys may not wear earrings. No other body piercings (nose, lip, tongue, eyebrow, etc..) are allowed for boys or girls. No tattoos for boys or girls.

Maintenance and Fit: Uniforms must fit properly. Oversized and tight-fitting clothing is not permitted. Worn or ripped clothing must be replaced. All polos/oxfords should be long enough to be tucked into the waistbands. Hem lines need to be mended when they begin to fall. Uniforms need to be laundered regularly.

All clothing should be labeled with the student's name. Uniform clothing must be kept neat and laundered. Torn, stained, or faded uniforms must be replaced or repaired.

GROOMING

Girls: Hair must be natural color. Hair must be kept clean, neat, and well groomed. Headbands and bows are acceptable.

Boys: Hair must be natural color, clean, neat, and well-groomed. Boys developing a mustache/beard should shave. Students will be given a warning and are expected to comply within five days of the request. Hair style must be trimmed so that hair is out of a student's eyes and does not **interfere with sight.**

Both: **Extreme** or **fad** hairstyles are unacceptable.

Make-up: Girls may wear foundation, cover-up and nail polish. **NO MASCARA, EYESHADOW, FALSE EYELASHES, LIPSTICK.**

Gym Uniforms: Grades 6-8: ***The gym uniform must be purchased through St. Patrick School***. The Jr. High Gym Uniform will consist of 4 pieces. The 4 pieces are a gray t-shirt, green mesh shorts, the St. Patrick gray hooded sweatshirt and sweatpants with the school logo imprinted on each piece. Students will not be changing for P.E. class therefore; they may wear this gym uniform ONLY on P.E. days.

ALL PHYSICAL EDUCATION APPAREL MUST FIT PROPERLY. Improperly fitting clothing (excessively tight, loose or too short) will affect their ability to fully participate in gym class. A student may purchase a new gym uniform through St. Patrick School at any time in the school year. School shoes are not allowed to be worn for gym class. A clean pair of non-marking athletic shoes is required. They must tie; slip-ons are not allowed (velcro closure sneakers are acceptable for Kindergarten).

Uniforms should be laundered on a weekly basis. Gym classes will be held outside from August through November and then again from March through June, weather permitting. We ask that you send your child dressed appropriately.

Scout Uniforms: Only scout uniform tops or vests may be worn to school on scout days.

It is the desire of the administration and the Board of Specified Jurisdiction to incorporate a uniform policy that provides structure (uniformity) and ensures compliance on the part of parents and students.

If there is a question, you may contact the office. Final decisions rest with the administration. Students are to arrive and depart the school grounds in their school uniforms. Exceptions will be made for those students participating in some **school-sponsored** field trips or sports immediately following school hours.

If a student is not in compliance with any part of the uniform policy, he/she will be (1st Time) be given a warning by homeroom or classroom teacher (2nd Time) an email notice will be sent to parents (3rdTime) student will be sent to the office in the morning. Parents will then either receive an e-mail or phone call requesting that the clothing or other issue (hair, shoes, etc…) be adjusted. ***In some cases***, parents may be called immediately to bring a new uniform to school. Families will have one week to comply with the uniform code. After one week, if the student is not in compliance, further action will be taken.

Dress Down Days coincide with our monthly pizza days on the first Friday & 3rd Friday of most months (with the occasional exception). **We do not dress down on the opposite Fridays when Culver's Special Lunch is an option.** During the **appropriate seasons (May 1 – September 30), only uniform shorts and JH gym shorts** may be worn. Shirts must extend below the waist (no crop-tops) and include sleeved/crew necked t-shirts with appropriate neckline, and shirt material must be solid, not sheer. No boys or girls tank tops. Messages on shirts should be positive and appropriate.

NO ill-fitting clothing (too tight or too baggy). Non-ripped jeans, loose fitting leggings, sweatshirts, sweatpants, uniform shorts and appropriate t-shirts are all acceptable. St. Patrick School spirit wear is ENCOURAGED. **Closed toe shoes such as HeyDudes and gym shoes are acceptable on these days. Unacceptable are Flip-flops, slippers, Crocs, sandals, and Uggs; both boots and slip-ons.** Parents will be called if clothing is not appropriate for school or the office may give a used school uniform to wear.

School Function Dress Code: (i.e.: religious ceremonies, band concerts, Mass, etc.): St. Patrick School encourages students to dress appropriately (boys – dress shirt, pants, and a tie; girls – slacks, dresses or skirts with modest necklines and shoulder coverage and hem lengths not higher than 2 inches above the knee). Please remember that your choice of dress is a reflection of the family and school.

Field Trips: School uniforms are generally worn on all field trips. Should certain trips allow for non-uniforms, students should follow the *Special Non-Uniform Code* written above. The 8th Grade End-of-Year Class Trip

requires students to also follow the *Special Non-Uniform Code.* More information will be given prior to the trip.

SCHOOL HEALTH and MEDICAL REGULATIONS

All children need to be in full compliance with the following State Legislation and Immunization Timetable:

1. Physical examination plus immunization for whooping cough, tetanus, diphtheria, measles, German measles, mumps, polio, chickenpox, and lead screening for each child within one year prior to entering Kindergarten or the first grade.
2. Physical examination plus booster doses of the below immunizations for all children entering sixth grade. The physicals should include a tuberculin test.
3. Irrespective of grade, a physical examination is needed immediately for any new student moving to Illinois from another state.
4. Report of dental examination is mandatory for children entering kindergarten, second and sixth grades. These reports are due by May 30th of the present school year.
5. Report of eye examination is mandatory for children entering kindergarten and any school-age students new to Illinois. These reports are due by October 1st of the present school year.

In accordance with the State of IL, students are to be excluded from school by October 15th if requirements for health examinations and immunizations have not been met. This does not include vision and dental exams.

Immunization Timetable

IMMUNIZATIONS	PRIOR TO PRE-SCHOOL OR NEW TO ILLINOIS	PRIOR TO KINDERGARTEN OR NEW TO ILLINOIS	PRIOR TO 6TH GRADE OR NEW TO ILLINOIS
Diphtheria, Tetanus, Pertussis DTP/DTaP Tdap	4 Total Doses --	5 Total Doses --	5 Total Doses 1 Dose **(Tdap)**
Polio IPV or OPV	3 Total Doses	4 Total Doses	4 Total Doses
Measles, Mumps, Rubella MMR	1 Dose	2 Total Doses	2 Total Doses
Haemophilus influenzae type b Hib	Refer to ACIP Hib series schedule for Children 24-59 mos. **Children without series must have one dose after 15 months of age**	No Requirements	No Requirements
Pneumococcal Conjugate Vaccine PCV 13	Refer to ACIP PCV series schedule for Children 24-59 mos. **Children without series must have one dose after 24 months of age**	No Requirements	No Requirements
Hepatitis B	3 Total Doses	No Requirements	3 Total Doses
Chicken Pox Varicella	1 Dose	2 Total Doses	2 Total Doses
Meningococcal Conjugate	No Requirements	No Requirements	1 Dose

If there are any further questions about vaccine schedules or requirements for Illinois please refer to the IDPH website or consult your pediatrician.

The above schedule includes the current recommendations. Any dose not administered at the recommended age should be administered at a subsequent visit, when indicated and feasible. The combined vaccine is usually preferred over separate injections of its equivalent component vaccines (MMR). Dose considerations should include assessments made by your provider.

There is a new Physical form with the following changes:
Lead Risk Questionnaire: Required for Kindergarten and if indicated a blood test to be done.
Emergency Action: For those with urgent medical conditions (Seizure, asthma, allergy, bleeding problem, heart condition, diabetes) to be completed by your Physician.

Physical Education: Must be completed by your medical provider for your child to participate in any interscholastic sport at St. Patrick for this year. Please also make sure to entirely complete the **Parent Questionnaire/Health History** on the back of the Physical Form. If a child has to miss a physical education class, a doctor's note must be provided.

While it is not required by law that parents release information regarding their child's medical conditions, please keep in mind that some of this information may be beneficial to provide to the school as the child is in the school's care for a large portion of the day.

OFFICE OF CATHOLIC SCHOOLS ARCHDIOCESE OF CHICAGO
SCHOOL MEDICATION PROCEDURES

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student.

It is the policy of this school that school personnel, including teachers, administrators, administrative staff, shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

Procedures:

1. Medication Authorization Form. No school personnel shall administer any prescription or non-prescription medicine unless a complete Medication Authorization Form for such student has been received by the School Principal or his/her designee. No student shall be allowed to possess or consume any prescription or non-prescription medication unless a complete Medication Authorization Form for such student has been received by the School Principal or his/her designee.

Medication Authorization Forms are available at the school office. In addition, a **Medication Authorization Form** is distributed for each student at the time of enrollment. A **Medication Authorization Form** is complete if it contains the following information:

a. A written prescription issued by a physician, dentist or other licensed prescriber. The prescription must set forth the child's name, licensed prescriber's signature and telephone number, medication name and dosage, and date of order.

b. Written administration instructions written by the licensed prescriber setting forth the route, time or intervals of administration, and the duration of the prescription.

c. Written indication, on the medication or by separate notation of the licensed prescriber, of the diagnosis requiring medication, intended effects and possible side effects of the medication; and,

d. Written permission and authorization for the administration of medication signed by the student's parent/guardian.

2. **Appropriate Containers.** It is the responsibility of the parent/guardian to provide the school with all medication in appropriate containers. Only medication for which a complete Medication Authorization Form has been received by the School Principal or his/her designee shall be allowed in the school. All such medication shall be provided in containers which are:

a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or

b. Manufacturer-labeled for non-prescription over-the-counter medication.

3. **Administration.** Administration of medication means dispensing, distributing, or adherence to the route by which the medication is to be administered indicated on the completed Medication Authorization Form.

Medication will not be administered to any student by any school personnel unless the complete Medication Authorization Form contains the written request and authorization of parent/guardian to have the School Principal or his/her designee, or school nurse (if applicable), administer such medication to the student, and the School Principal or school nurse (if applicable) has agreed in writing to administer the medication as set forth in the complete Medication Authorization Form. Such written agreement by the School Principal or school nurse shall be indicated on the completed Medication Authorization Form. The School Principal or school nurse retains the right to deny such requests to administer medication to the students provided that such denial is indicated on the completed **Medication Authorization Form.**

Parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian come to the school to administer medication, if:

a. A completed **Medication Authorization Form** has not been received and approved by the School Principal for the medication sought to be administered; or

b. A request and authorization for the administration of medication is denied by the School Principal or school nurse; or

c. The medication identified in the completed **Medication Authorization Form** is not given to the School Principal in an appropriate container as described herein.

4. **Self-Administration.** A student may self-administer medication at school if so ordered by his or her licensed prescriber. Except as provided in Section 6 below, such medication must be stored in a locked cabinet under the control of the School Principal or his/her designee and a completed **Medication Authorization Form** must be received by the School Principal. The completed **Medication Authorization Form** must contain a written statement signed by the licensed prescriber and the parent/guardian verifying the necessity and the student's ability to self-administer the medication appropriately.

Except as provided in Section 6 below, self-administration of medication shall be under the supervision of the School Principal or his/her designee or the school nurse (if applicable).

5. **Storage of Medication.** Medication received by the school in accordance with a completed **Medication Authorization Form** and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal and his/her designees, and the school nurse (if applicable).

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the medication will be appropriately discarded by the School Principal.

6. Carrying and Unsupervised Self-Administration of Medication. Students who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the following conditions are met:

a. A completed **Medication Authorization Form** has been received by the School Principal or his/her designee or by the school nurse (if applicable).

b. A completed **Physician Request for Self-Administration of Medication** form has been completed by the students' physician and parent/guardian and received by the School Principal or his/her designee or by the school nurse (if applicable).

7. Emergency Medical Care. In the event a student shall become ill or injured or otherwise need immediate medical attention that is not contained in the **Medical Authorization Form** on file with the School Principal or his/her designee or with the School nurse (if applicable), the Principal or his/her designee shall attempt to contact the student's parent/guardian utilizing the information provided on the student's **Medical Information and Emergency Notification Form**. If the student's parent/guardian cannot be contacted, the School Principal or his/her designee shall attempt to contact the person identified by the parent/guardian as the student's emergency contact. In either event, such contact shall be made to advise of the observed illness or injury or need for medical attention and to obtain further instructions from the student's parent/guardian or emergency contact.

Notwithstanding the foregoing, the School Principal or his/her designee or School nurse (if applicable) or other certified school personnel may call State or local emergency medical services before or after attempting to call the student's parent/guardian or emergency contact if, in the exercise of school-related supervision of the student, the student's illness, injury or need for immediate medical attention is perceived to be in need of emergency medical care.

Medical Cannabis Infused Product:

The school will allow for the administration of a medical cannabis infused product to a student who is a registered qualifying patient. The procedure will allow a parent or guardian or other designated caregiver to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. The school's procedure will allow for a school administrator or school nurse to administer the product and may also allow a student who is a registered qualifying patient to self-administer the product under the supervision of a school administrator or school nurse, subject to the restrictions outlined in 105 IL CS 5/22-33

Before allowing the administration of a medical cannabis infused product by a school nurse or school administrator or a student's self-administration of a medical cannabis infused product under the supervision of a school nurse or school administrator under this subsection, the parent or guardian of a student who is the registered qualifying patient must provide written authorization for its use, along with a copy of the registry identification card of the student (as a registered qualifying patient) and the parent or guardian (as a registered designated caregiver). The written authorization must specify the times where or the special circumstances under which the medical cannabis infused product must be administered. The written authorization and a copy of the registry identification cards must be kept on file in the office of the school nurse. The authorization for a student to self-administer medical cannabis infused products is effective for the school year in which it is granted and must be renewed each subsequent school year upon fulfillment of the requirements of this Section.

Supply of Undesignated Opioid Antagonists Policy

In accordance with applicable State law, St. Patrick School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the school and provide or administer it as necessary according to State law. To the extent St. Patrick School is able to maintain a supply of undesignated opioid antagonists, it will generally be available during school hours at the main office and after-school hours in the Boehm Center. However, no one should rely on St. Patrick School for the availability of opioid antagonists. The policy does not guarantee the availability of undesignated opioid antagonists at all times.

Upon any administration of an undesignated opioid antagonist, St. Patrick School must immediately notify the student's parents or guardian or emergency contact. Within 24 hours after the administration of an opioid antagonist, St. Patrick School must report the required information to the Illinois State Board of Education on the form titled, Undesignated Opioid Antagonist Reporting Form.

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the School and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization of was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given

HEALTH AND SAFETY

To attend our Preschool or Kindergarten classes all students must be toilet trained.

Vision and hearing tests are provided each year by the Lake County Public Health Department. We ask that you comply with their recommendation if further examination is required.

Illness:
A child who has symptoms of other **communicable disease** should be kept at home also. Parents should notify the Lake County Health Department and the school principal when there is even a suspected case of contagious disease. If your child is found to have a contagious/communicable illness, the school requires a doctor's note for readmission to school, i.e. strep throat requires your child to be on medication for 24 hours before coming back to school.

When a child has been out sick with flu like symptoms and / or with a fever, the child should be fever free and / or vomit, diarrhea free (without medication) for 24 hours before returning to school.

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment but successful treatment should kill crawling lice. Teachers will notify parents within a classroom of the presence of lice by a student.

When a child is suspected of having **conjunctivitis (pinkeye) or having impetigo**, the parents are asked to remove the child from school and get immediate treatment. A child with pinkeye needs to be on medication for at least 24 hours before returning to school, AND no redness or discharge can be present in the eye or outside the eye. A child with impetigo needs to be on oral medication for at least 24 hours or topical ointments for at least 48 hours.

If your child **becomes sick at school or has an accident**, you will be notified. Each child is required to have an Emergency Information Card on file in the school office.

The Archdiocese authorization form including the physician's order form must be submitted to the school for any over the counter or prescription medication (including but not limited to cough drops, inhalers, epipens and medical cannabis) dispensed during school hours. Children are not allowed to bring any medication (including cough drops, aspirin, etc.) to school that they keep on their person except for those with authorization. Parents are allowed to come to the school office in order to give their child(ren) medication including Dramamine before a field trip.

If a student requires a medical aid such as crutches, boots, slings, etc., a doctor's note must be provided to the office..

Asthma and Anaphylaxis Certification
All faculty, staff and administration must be certified in handling students with Asthma or a student that must carry an Epipen.

Illinois Asthma Episode
Emergency Response Protocol*
October 2016

This document was prepared by the Illinois State Board of Education in collaboration with the American Lung Association, Respiratory Health Association, Illinois Asthma Partnership, Chicago Asthma Consortium and Illinois Association of School Administrators in compliance with Public Act 99-0843.

Purpose

The purpose of this document is to provide assistance to a student experiencing asthma episode symptoms of wheezing, coughing, shortness of breath, chest tightness, and/or breathing difficulty.

Equipment and Supplies

1. Prescribed quick-relief medication (albuterol, ProAir, Proventil, Ventolin, etc.). Many students have their own inhaler on their person, as allowed by state law. If asthma medication is not on the student, immediately summon school staff members who have access to the medication.
2. All equipment and supplies necessary for administering asthma medication (spacer, nebulizer machine, etc.)
3. Student's Asthma Action Plan (if available)

Procedures

Step	Condition	Action
1	**Asthma Episode** If student exhibits any of the following signs such as wheezing, coughing, shortness of breath, chest tightness, or difficulty breathing….	• Assess student for any asthma episode symptoms. • Student report of **"needing my inhaler"** should be given primary weight even in the absence of other symptoms. • Summon or notify school nurse of student's condition regardless of severity of symptoms and report findings (if non-nurse is assisting student).
2	**Severe Asthma Episode** If student has any one or more of the following severe asthma episode symptoms: • Very fast or hard breathing • Nasal flaring • Skin retracting/sucking over child's neck, stomach, or ribs with breaths	Do the following **in this order**: • **CALL 911 IMMEDIATELY** • **CALL SCHOOL NURSE (RN) IF NOT ALREADY PRESENT** • **CALL PARENT/GUARDIAN**

*All staff members should review this protocol. Any staff member who may be likely to assist a student with asthma should review this protocol and practice with a "trainer" for the student's prescribed quick-relief inhaler. Training should be provided by a Registered Nurse (RN) assigned to the school, if available, or by reviewing the package insert of the student's quick-relief inhaler medication.

	• Breathing so hard they cannot walk or speak • Lips or fingernail beds turn blue	• Continue to step 5 "Quick-Relief Medication".
3	**Loss of Consciousness** If student appears to lose consciousness or ability to participate in own treatment…	• **Call 911, if not already summoned.**
4	**No Quick-Relief Medication** If student has no quick-relief medication….	• **CALL 911 IMMEDIATELY** • **CALL SCHOOL NURSE (RN), IF NOT ALREADY PRESENT** • **CALL PARENT/GUARDIAN**
5	**Quick-Relief Medication** If student has quick-relief medication and the episode is not an emergency…	• Assess respiratory status using peak flow meter. • Give/assist with giving prescribed asthma quick-relief medication (with delivery device) as authorized by student's Asthma Action Plan or medical orders. • Stay with the student and observe for improvement. a. Stay calm, speak softly, encourage student to take slow, deep breaths. b. Seat student comfortably, indoors if possible. Remove outerwear, if present, and loosen clothing, if needed. • Do not permit student to lie down or fall asleep.
6	**Improvement** If student improves after quick-relief medication given….	• Monitor student for 15-20 minutes then allow student to return to class and resume activities. • Repeat quick-relief medication every 10-20 minutes, or as authorized in student's Asthma Action Plan, until help arrives or student's breathing improves. Stay with the student until transferred or recovers. Call parent/guardian or direct someone else to contact parent/guardian.
7	**No Improvement** If no improvement within 10 minutes of quick-relief medication administration, if symptoms	• **CALL 911 IMMEDIATELY**

*All staff members should review this protocol. Any staff member who may be likely to assist a student with asthma should review this protocol and practice with a "trainer" for the student's prescribed quick-relief inhaler. Training should be provided by a Registered Nurse (RN) assigned to the school, if available, or by reviewing the package insert of the student's quick-relief inhaler medication.

	Worsen, or if student develops any one of the following symptoms: **1. Very fast or hard breathing** **2. Nasal flaring** **3. Skin retracting/sucking over child's neck stomach, or ribs with breaths** **4. Breathing so hard they cannot walk or speak** **5. Lips or fingernail beds turn blue**	
8	**Recording Incidents**	**Record all incident information per** **School or district's emergency medical response guidelines. If needed, work with parent/guardian to obtain Asthma Action Plan for the student.**

Diabetes Medical Management Plan:

(as described by the Center of Disease Control and Prevention)

No two people manage their diabetes in the exact same way. Some students manage their diabetes independently. But younger or newly diagnosed students may need help with all aspects of their diabetes care. For this reason, doctor's orders for school care need to be specific for student. The American Diabetes Association has partnered with the National Diabetes Education Program to create a DMMP template that can be customized for every student.

- Download the sample DMMP as a PDF.

When using one of these templates, make sure that you modify it for the student and take out portions that do not apply to your student. The DMMP should be updated annually or whenever the child's regimen, level of self-management, or school circumstances change.

Parents/guardians are responsible for getting their child's completed and signed Diabetes Medical Management Plan (or doctor's orders) from their child's diabetes care provider. They should then give the DMMP to their child's school to implement and carry out doctor's orders. It should explain all the necessary elements of care and assistance.

Concussion Management Plan:

A concussion is a type of traumatic brain injury that can have a serious effect on a young, developing brain. While most children and teens with a concussion recover quickly and fully, some will have concussion symptoms that last for days, weeks, or even months. A concussion can happen at home, school, or play. St. Patrick School follows the State of Illinois' policy on concussion management.

Education: St. Patrick School educates our Athletic Director, coaches, administration and staff through a concussion information sheet. Our *St. Patrick School Athletic Handbook* has specific definitions on concussion symptoms and guidelines on concussion protocols that are to be followed concerning our athletes and students.

CONCUSSION TRAINING

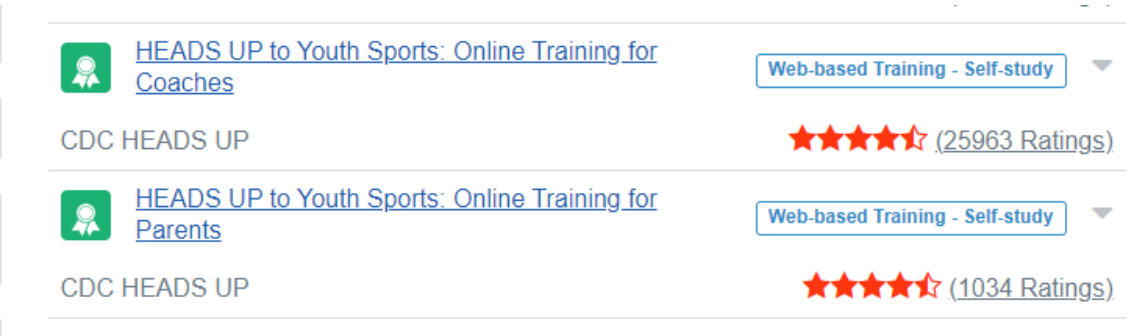
Website: https://www.train.org/cdctrain/welcome
Parent/Coach must create an account and will be able to print a certificate.
Before taking the course you must update your Profile with some mandatory information:

- Manage Groups –

- National/Illinois/Lake/Other (Not Identified)

Under Training Search find the appropriate training assessment based on your role:

- HEADS UP to Youth Sports: Online Training for Coaches
- HEADS UP to Youth Sports: Online Training for Parents



Launch Pre-Assessment, once you complete this, you will be able to Launch the training.

Remove Athlete from Play: An athlete, whether during the school day or during an-after school activity, who is believed to have a concussion is to be removed from play right away. A student who may indicate symptoms of a concussion from an accident during school hours will have their parents notified and depending on their condition may be sent home. Those diagnosed with a concussion need to have a concussion plan from their doctor as to what a student is able to handle as an athlete and/or with school work.

Obtain Permission to Return to Learn / Play: A student/ athlete can only return to play or practice after at least 24 hours and with permission from a health care professional. For long-term absences or academic adjustments, a Health Plan must be put in place based on the doctor's recommendation.

MENTAL HEALTH PROTOCOL and ASSESSMENTS

St. Patrick School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, psychologist or psychiatrist) prior to the continuation of academics and co-curricular activities at St Patrick School. Below are the steps parents / guardians should follow to determine the most appropriate level of support for their child and to coordinate a smooth re-entry back to St. Patrick School.

1. **Arrange for their child to be assessed in the community by a private licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.**

2. **Follow the recommendations provided by the clinician, which may include but is not limited to: outpatient therapy, partial or inpatient hospitalization and / or medication management.**

3. **Sign a consent for release of information and arrange for the clinician to share the recommended treatment plan with the school to coordinate the student's re-entry back to school.**

    a. **Student / Family confidentiality is adhered to as dictated by the Ethical Code of the American School Counselor Association.**
    b. **All documentation should be faxed or emailed to the attention of the principal or school designee.**

4. **If the assessment and recommended treatment plan results in an immediate return to school, please see #6.**

5. **If the assessment results in a recommended extended absence defined as more than five days from school, the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with the treatment facility and our faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to learn in a sensitive and confidential manner. The principal or designee should utilize the assessment information to begin drafting the Student Support Plan that will be finalized.**

6. **Re-entry back to St. Patrick School academics and co-curricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and / or designee:**

    a. **Evaluation date and outcome/diagnosis**
    b. **Safety statement: the student is not at risk of self-harm or of harming others and it is appropriate for the student to return to St. Patrick School.**

7. **Therapeutic recommendations, treatment plan, discharge summary and a plan for the transition back to the school environment.**

8. **Upon receipt of documentation, the principal or designee will schedule a re-entry meeting.**

    a. **This meeting will occur the morning on the school day the student will return to classes and will include the student, parent, or guardian, principal / designee and teacher. Please know other stakeholders may attend this meeting if needed.**
    b. **The purpose of this meeting is to review the recommendations from the assessment and treatment plan to determine the most effective support system for the student's continued care both inside and outside of St. Patrick School. Based on the concern the school has about the student's continued personal well-being, an understanding of commitment to continued services and the school support process should achieved. Collaborate with the student and parent in creating and implementing a safety plan.**
    c. **Once all aspects of the re-entry meeting are accomplished and meet expectations, the student is authorized to return to classes and co-curricular activities.**

9. **Following the re-entry meeting, the principal or designee will schedule a meeting to review the Student Support Plan which identifies the schoolwork that needs to be made up, accommodations and supports.**

    a. **This meeting would occur in the morning or afterschool on a school day shortly following the re-entry meeting (3-7 days) and should include the student, parent or guardian, school counselor (if applicable), teachers and all other appropriate faculty or staff members as needed.**
    b. **The purpose of this meeting is to allow the student and their parents/guardians an opportunity to share details and provide an update about the cognitive, physical, social, emotional and academic challenges associated with the extended absence. In addition, all stakeholders should review the school support plan. This meeting should be one that reassures the student and family that staff will be available to help the student with any academic issues, and that it will be important for the student to reach out if he or she is feeling worried about their schoolwork.**

10. **St. Patrick School's social worker has a list of resources to help any family with mental health issues. We also use the Safe2HelpIL.com website.**

DAILY ATTENDANCE

St. Patrick School **requires** students to attend **daily** during the entire regular school term. Frequent absences jeopardize the effectiveness of any educational program. We realize some absences are unavoidable and indeed necessary for the child's health; however, we do ask that parents be aware of the importance of daily attendance at school for the academic and social development of their children. We also stress the importance of arriving to school on time. It is vital to the peaceful start of a student's day that students arrive between 7:35-7:56 a.m. Parents need to know that all students in Lake County area schools are expected to attend school every day.

ATTENDANCE MANDATES FROM ILLINOIS STATE BOARD OF EDUCATION

As of October 20, 2022

Student Attendance Policy

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused.

A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

COMPULSORY SCHOOL ATTENDANCE LAW

Reporting Process

Absences

Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at ***847-623-8446 or email attendance@stpatrickwadsworth.org*** within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. The school will contact the parent/guardian if a student is absent and a notice of absence is not received within 60 minutes of the opening of the student attendance day.

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal.

Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students whose absences are excused will be allowed to make up missed assignments.

Unexcused Absences

Students who participate in the "Take Your Child to Work" day, are absent for a sporting event or are on vacation will be marked absent and unexcused for the day. An unexcused absence is as an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.

Tardies

Students are expected to be in class on time so they maximize their learning opportunities. Students that arrive at school after the first bell has rung are considered tardy and must report to the school office upon their arrival. After reporting to the office, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Excused tardies are not counted. Students may accrue up to 5 each semester – Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

Early Dismissal
If it is necessary for a student to leave school during the school day, the student's parent/guardian must call the school office at 847-623-8446. Students to be dismissed early from school will be picked up from the school office.

DIAGNOSTIC PROCEDURES TO IDENTIFY CAUSE OF UNEXCUSED ABSENCES
Diagnostic procedures such as interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem will take place in order to work with the student and the family.

LEAVING EARLY FOR DR. APPOINTMENTS
We ask that parents do their best to schedule doctor and dentist appointments after school hours. When it is not possible to do so, we ask you try to schedule them for early morning or later in the afternoon. **Students will be called to the office when the parent arrives and not before. Students should remain in their classes so as not to miss instructional time until the parent signs the child out. Later afternoon pick-ups must be before 2:00 p.m.**

PARTICIPATION IN AFTER SCHOOL EVENTS
Students who are absent from school for all or any part of the school day because of a doctor or dentist appointment will be allowed to participate in any practices or school-sponsored activities held after school or during the evening of the day of the absence without the principal's permission. If a student is absent for a full or partial school day for any other reason they may not participate.

Students who are not allowed to participate in P.E. class due to an illness or injury, may not participate in a sporting event held after school.

EXCESSIVE ABSENTEEISM
Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success. If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school.

INTERVENTIONS AND SUPPORTIVE SERVICES
Students with chronic truancy and absenteeism will require a parent conference, student counseling and / or family counseling.

Students with excessive absences will be referred to the Lake County Superintendent of Schools' PROJECT P.A.S.S**.** ***If a child exceeds the 10% limit*****,** a doctor's note will be required for any absence thereafter or depending on the number of absences, retention may be recommended. ***We do ask that parents try to plan vacations during scheduled school breaks.*** Although the parents must make the final decision regarding a child's absence, the principal and the teacher are glad to discuss the probable effects upon the child.

Field Trips and Make-up Work
If a student has been absent for several days whether excused or unexcused, they may be required to stay back from a field trip to make up the work that was missed.

If a student has a D or lower in a class, they may be required to stay back from a field trip to make up missing work or to retake a test. Missed field trips are not refunded by the organization back to the school therefore, missed field trips will not be refunded to families.

EMERGENCY DAYS
Remember to take into consideration the Emergency Days scheduled at the end of the school year and avoid making any plans on those days. They are there in case school days must be made up due to possible school cancellations throughout the year.

E-LEARNING EMERGENCY DAYS
St. Patrick School's E-Learning Emergency Day Plan was approved by the Archdiocese of Chicago. This plan would allow teachers to instruct students on those days when students are home due primarily to weather closures or building emergencies. Through the use of technology and other resources, students would spend time during those emergency days completing work that is assigned. Teachers would be available to answer questions as needed from 8 a.m. to 2 p.m. with a break for lunch at noon.

E-LEARNING LONG-TERM
Should the need arise again, as it did in the spring of 2020, St. Patrick School is prepared to move instruction off campus.

TRANSFERRING PROCEDURES
If it is necessary to transfer your child from St. Patrick School, a release of records form must be signed at the new school of attendance. Records will be forwarded upon the receipt of this form. All fees and tuition must be paid before records are sent.

APPOINTMENTS WITH TEACHERS
If you would like to meet with a teacher or the principal, please e-mail the staff member directly. Our teachers meet as a team with parents who request a conference. The number of teachers present depends on the grade level. This provides a parent with a comprehensive report of a student's progress in all areas. Our conference schedule is very busy before and after school. **Therefore, it is important to schedule the conference (no drop-ins please). Your promptness is appreciated.**

MESSAGES
Teachers are not called to the phone during school hours. Parents should leave word with the school office if they wish to have a teacher call. Messages to children must be limited to emergencies. All arrangements for lunch, after school play, and special appointments are to be made with the child before he/she leaves home.

GRADUATION REQUIREMENTS
All tuition, book fees, and library fines, etc. must be paid in full and all academic requirements must have been fulfilled in order to graduate (this includes passing both the U.S. Constitution Test and the State of Illinois Constitution Test with at least 66%).

SOCIAL – EMOTIONAL LEARNING PROGRAM

SECOND STEP

St. Patrick School will continue to utilize the *Second Step* Social-Emotional Learning curriculum. *Second Step* is a research-based social-emotional learning program that has improved the lives of over 14 million students worldwide every year. In our classrooms from early learning, preschoolers, through grade 8, students will be taught invaluable skills that will help them navigate their way through school as well as their community. *Second Step's* age-appropriate games, activities, and media will engage students and set children on a path to lifelong success with improved social and emotional wellbeing.

Second Step's Social-Emotional Learning (SEL) will give students the tools to excel in and out of the classroom. The program has been known to see even the most challenging students make progress in emotion management, situational awareness, and academic achievement. When students are better equipped to manage their own emotions, form healthy relationships, make good decisions, and cope with everyday social and academic challenges, they're better equipped to learn.

RAINBOWS

Rainbows is a peer support group program that helps children and adolescents process grief and emotional pain related to family loss, divorce, death and other life transitions. It is led by a trained adult.

SCHOOLWIDE "STAR" EXPECTATIONS:

Stay Safe:

- **Always walk when in the school building**
- **Never purposefully push, shove, hit, trip or throw items in a classroom**
- **Keep hands and feet to self**
- **Name tags (K-5) when necessary (6-8) worn visibly at all times**
- **Follow all drill procedures**
- **Never open a locked door for anyone**

Take Responsibility:

- **Be on time and be prepared to learn each day**
- **Have all necessary materials for each class**
- **Always do your very best work**
- **Take ownership of your actions**
- **Be honest / Tell the truth**
- **Follow all school procedures**

Act Christian / Christ-Like

- **Empathetic toward your fellow students & teachers**
- **Able to say, "I'm sorry"**
- **Have a forgiving heart**
- **Show compassion & tolerance to those different than you**
- **Speak and act with kindness**
- **Live by the GOLDEN RULE of CHRIST**

Respect Yourself, Others & School

- **Take care of your and others' property**
- **Take care of school property (No gum & only water in water bottles, etc.)**
- **Listen to ALL adult directions**
- **Maintain uniform code, uniform cleanliness & repair**
- **Be polite. ALWAYS use good manners**

As of June 2025

St. Patrick School Procedures:

Classrooms:

- **Come prepared to learn with charged Chromebooks**
- **Bring completed homework & other needed materials**
- **Follow the routines and procedures for each teacher**
- **Do NOT get up during instruction. Only signal an emergency as needed.**
- **Maintain a COOPERATIVE and RESPECTFUL learning environment**

Gatherings:

- **Adult Raises a Hand – ALL raise their hands and are quiet**

Assemblies:

- **Keep feet still on bleachers**
- **Respectfully remain focused during assembly**
- **Refrain from using the Restroom during performances**
- **Unless there is an emergency, do not get up or talk during a performance.**

Lunch:

- **Stay in seat and keep noise level to a minimum – Level 2**
- **Raise hand for help or permission to get up**
- **Student is responsible for cleaning their personal area**
- **Intentional messes, require students to remain inside to clean it up**

Recess:

- **Stay in boundaries of play area**
- **Request permission to retrieve balls outside of safe boundaries**
- **Whistle means students FREEZE / then line up**
- **Listen to recess monitors at all times**
- **Emergency bathroom use only**

Traveling Throughout the Building / Hallways:

- **Always walk and Be polite, walk to the right**
- **When traveling as a class, walk quietly in line**
- **Respect each other's personal space**
- **Maintain inside voice**

Church:

- **Enter reverently and quietly**
- **Genuflect when first entering the pew**
- **Remain reverent and engaged during service (respond & sing)**
- **Use prayerful hands when walking up to receive Communion**
- **Genuflect as a school, dismissal by class quietly and reverently**

Drills:

- **Absolute Silence from beginning to end**
- **Listen & follow instructions**

Respectful Interactions

- **Listen to adults and speak respectfully to them.**
- **See teacher at end of class to discuss an issue you may have.**
- **Treat others as you want to be treated.**

DISCIPLINE PLAN- Revised July, 2026:

Discipline Philosophy – K-8

God has entrusted us with His children and charges us to prepare them to be responsible, effective members of the Roman Catholic Church and citizens of the United States. Discipline is at the very core of this educational enterprise. The administration, faculty and parents create a partnership in teaching the students of St. Patrick School the expected and appropriate behaviors. Those behavioral concepts are listed above. The goal of the discipline policy is to establish a peaceful school environment, maintain the academic integrity of the classroom, and create optimum learning opportunities in which all students can feel safe and succeed in gaining knowledge and growth. St. Patrick's goal is to make both our behavior matrixes and discipline plans consistent within a grade level so that expectations and consequences are age-appropriate and issued with the intention of helping students learn and grow from mistakes

The Importance of Parental Trust and Partnership

As parents, you have made the choice to send your child to St. Patrick School. Please trust that the faculty, staff and administration have only good intentions for each student who have been placed into our care. We want you to know and realize that if you have been notified about a behavior issue, it is initially just a warning so together we can partner to help your child change his or her behavior. ALL students are on a developmental and behavioral learning curve; therefore, they need our guidance. Depending on the situation, there will be a need for logical consequences. When children see the partnership that exists between home and school, they quickly realize the need for improvement.

Step One: Positive Reinforcement

Teachers and students will collaborate on a set of policies, procedures and routines necessary for the safety / well-being of the students and the creation of an optimal learning environment. These rules include our school-wide STAR Expectations of Safety, Responsibility, Christ-Like, and Respect. They are discussed and explained in developmentally appropriate terms. Teachers will use the positive behavior incentives mentioned above to encourage students to follow these expectations and exhibit Christian values.

Dojo Positive Reinforcement

The entire school utilizes an incentive system called Dojo Points to recognize and reward the efforts of classes and individual students who model the St. Patrick School star expectations. Additionally, classroom teachers and units may develop a system of positive behavior incentives to encourage and reward students and classes who display personal responsibility and behavior consistent with our Christian values. Rewards are often given at the end of each trimester or for Dojo, twice each year. These rewards may include public recognition, raffles, prizes, certificates, tickets, special privileges, free time, celebrations, etc,

Step 2: Reminders and Redirections

When students are having trouble following classroom or school policies and procedures, teachers will issue verbal and visual reminders, redirections, and warnings when necessary. Parents will not necessarily be notified of each of these reminders and redirections unless the behavior is not corrected. Teachers and units who utilize a visual reward/redirection system such as Class Dojo, charts, color cards, or check mark system will explain this system to students and families so that the system is clear to all.

Step 3: Negative Dojo Marks

The Dojo system was instituted mainly as a positive reinforcement program as described above. Negative Dojo marks can be given when a student does not respond to redirection or reminders for appropriate behavior. A negative Dojo can be given for not following any of the procedures listed above.

Once a student earns 5 dojos within a 4-week period, they receive a demerit. This is a rolling 4-week period.

Step 4: Demerits

For students in grades 4-8, a demerit means the parents are informed of inappropriate, disruptive, or excessive behavior, as well as when a student is continually failing to follow expectations of responsibility and preparedness.

An email will be sent home with an explanation of the offense that warranted it. This is done with the hope of partnering with families to reinforce expected behaviors. ***Please have a conversation with your child and reinforce the idea of taking ownership of one's actions before contacting the school.***

Step 5: Detention A detention or other consequence can be given to support the learning process or to modify behavior. A student will be required to serve a detention once three demerits have accumulated. Detentions may also be issued for even one occurrence of more serious offenses, including but not limited to: excessive/extreme disrespect toward another student or teacher, having a cell phone on one's person during the school day, cheating/plagiarism, causing physical or emotional harm to another student, and destruction of property. Notice of detentions will be emailed home to parent/guardian. A child's first detention will be served during their lunch and recess period. The second detention MUST be served after school from 3:00-4:00 PM on a determined date.

Students will spend their detention time filling out a conduct reflection form that will be used for setting goals for self-improvement. The teacher will hold a conference with the student to discuss the new plan of action. Parents may also request that their child perform service for the school during after-school detention time. This may include washing tables, stacking chairs, and similar tasks.

A student that receives 3 detentions in one trimester may be given an in-school suspension and will be removed from their extra-curricular activity including their sport for one week.

R.I.S.E Meeting (Restore, Inspire, Sustain, Educate)

Students that struggle to follow school or classroom expectations may be referred to the RISE committee of teachers for additional intervention and support at any step in the discipline process. When a student meets with one or more committee members, they will have the opportunity to share their perspective on their behavior and discuss the emotional and educational impact of the situation. The committee will assist in setting realistic goals, offer appropriate tools, and provide follow-up support. The outcomes of the RISE meeting will be communicated to parents.

RISE Purpose: Repairing incidents and setting clear expectations focuses on promoting accountability, empathy, and healing. It encourages individuals to take responsibility for their actions, understand their impact on the school community, and work toward restoring trust and relationships. The aim is to foster personal growth, prevent repeated disruptive behavior, and strengthen a supportive school environment, ultimately preparing each student for a successful future.

STEP 6: Behavior Conference

If a student receives TWO detentions or SIX demerits in one trimester, or if other serious or chronic behavior is observed in any grade level, a behavior conference will be called. There, the student, parents, teachers, and administration (when necessary) will write a behavior contract that will be in place for the remainder of the

trimester. This contract will explain and define what future expectations and consequences should be and establish an action plan for what school staff, parents, and the student will do to ensure the student's future success.

STEP 7: Disciplinary Hearing

If a student receives THREE detentions or NINE written warnings in a trimester, or in cases of severe school policy violations, a formal disciplinary hearing with the pastor, principal and other staff involved will be called to potentially impose more severe consequences including but not limited to suspension, in-school suspension, removal from extracurricular activities, or barring from school events. Please see the section below on suspensions for a further explanation.

For Students in Grades K-3, Appropriate Consequences May Include:

- Loss of classroom privileges
- Loss of lunchroom or recess privileges
- Parent notification
- Removal from classroom to privately discuss behavior
- Office referral

Logical Consequences

For excessive or inappropriate behavior that violates our STAR expectations and/or causes a severe disruption to the school climate or class learning environment, teachers will issue age-appropriate consequences. Such behavior may include but is not limited to:

- Unsafe Behavior
- Disrespect of others or their property
- Disrespect or damage to school property
- Harmful words and actions toward others
- Profanity/inappropriate language
- Disruptive or excessive behavior in the classroom / building
- Physical altercation
- Defiance or purposeful disregard of classroom rules / policies or adult directions

Classroom Removal

In more serious situations, classroom removal may become necessary if a student does not adjust their behavior after earlier intervention, when interrupting the learning environment for other students or when creating an unsafe environment. If a student is removed from a classroom he or she will be sent to the office and a RISE member will be requested to meet with the student and possibly the principal. The steps above will be followed and parents will be notified.

GRADE 4-8 ACADEMIC POLICIES

ACADEMIC HONESTY

Academic integrity is an important value that is instilled in St. Patrick students. Because of the seriousness of this issue, all students in 4-8 grade caught cheating (giving or receiving answers) or plagiarizing will be given an automatic detention and will receive a grade reduction on the assignment at the discretion of the teacher, taking into account the severity of the violation. Multiple instances of cheating or plagiarizing will result in a Disciplinary Conference.

ACADEMIC WORK

At the Junior High Level, students should not be working on assignments from other classes unless the teacher gives them specific permission to do so. Students are also not allowed to peruse other sites on their Chromebooks when attending classes. Because this policy has been explained thoroughly to students, this behavior will result in an automatic demerit.

HOMEWORK POLICY

Homework is an integral part of our curriculum in all grades but particularly in Grades 4-8. Students in Grades K-3 may receive some homework throughout the week. Homework is the natural outgrowth of a class activity. It is designed to help students review, understand, extend, or enrich the subject matter presented in class. Homework can also be an invaluable DIAGNOSTIC TOOL for the student and the teacher.

HOMEWORK EXPECTATIONS

Students are expected to do some homework daily. Depending on the subject matter it could include but not limited to written work, math problems, reading and studying. *An Assignment Notebook is provided to each student in Grades 3-5 to help them stay organized and responsible with homework. Students in Grades 6-8 find their assignments through Google Classroom, however some students can request a written Assignment Notebook if they prefer.* The amount of time spent on homework varies based on the grade level and will vary with each student's needs. Teachers may provide class time to begin homework. Students need to make good use of class time.

GRADE 4-8 LATE/MISSING WORK POLICY

Students are expected to turn in their work on time. Most homework is due the next day. Some assignments may have an extended due date that will be communicated to the class. Parents and students in grades 6-8 should check PowerSchool and Google Classroom regularly to be aware of upcoming and missing assignments.

- Assignments not turned in on its due date will receive a 10% discounted grade.
- The past due assignment must be turned in no later than the following MONDAY. If a student does not make up the work by that time, the grade becomes a 0 in the gradebook for the year.
- Teacher discretion may apply to missing homework depending on the reason for late work (such as illness) ***Missing assignments due to traveling for sports or vacation is not an acceptable excuse.***

Students in grades 4-5 will have a digital homework link and some students may also keep a written assignment notebook. Teachers ask that parents contact their child's teacher should there be any unforeseen circumstances the night before or if a student has spent more than 2 hours on homework and was not able to complete everything. ***Participating in sports or other extracurricular activities is not an excuse for incomplete homework. Students may be required to attend lunch or recess homework time if they fall behind on homework.***

TEST CORRECTIONS

Our goal at St. Patrick School is that each child is learning, therefore if a student does not do well (receives a grade below 70%) on a test, then test corrections may be made in the hopes that the student will gain the knowledge he or she should know to move forward in a class. It is the teachers' discretion whether test corrections will be offered based on certain requirements leading up to the test.

PARENTAL COOPERATION

The school and the home are partners in a student's progress. It is recommended that each child make his/her home study a regular nightly routine. This encourages good study habits. Parents can help in this by:

- Providing the child with a quiet place to study.

- Setting aside a regular time each night.
- Assignment pads for daily homework are an excellent way for parents to see what work has been given and if it has been completed.
- Checking teachers' web pages /homework page/ and PowerSchool
- Parents may be asked to sign tests as directed by the teacher.

LONG RANGE HOMEWORK BENEFITS

St. Patrick School takes pride in teaching our students not only all the academic skills necessary for being a successful student, but the life skills needed also. The following are important to a student's development:

- Effective budgeting of time.
- Development of good work habits (particularly needed as students move to high school.)
- Opportunities for more self-direction.
- Greater use of community resources
- Personal growth in responsibility

We are confident a positive working relationship between home and school will enrich the educational experiences of our children. Your support and cooperation is essential in this matter.

ACADEMIC INTREGRITY

Integrity is of the utmost importance as part of a child's academic growth; therefore, schoolwork and homework should ALWAYS be completed by the student and not by others. If a student copies, allows another student to copy their work, or plagiarizes work on any assignment, he/she will be asked to re-do the assignment or test under the supervision of the teacher. There will be a reduction of 10% in the redone work. (Further consequences are at the discretion of the faculty and administration.) ***Multiple offenses of dishonesty may result in suspension or expulsion.***

ABSENT/MAKE-UP WORK POLICY, GRADES K-3

For short absences due to illness or injury, make-up work will be available either through the child's Learning Management System (See Saw or Google Classroom) or upon return to school. Work should be completed as soon as possible (ordinarily within a week). Missed tests will be made up at the discretion of the teacher. If a parent requests homework when they call/email that their child will be absent in the morning, every effort will be made to have the homework ready at dismissal time.

For long-term absences due to illness or injury **(vacation does not apply)**, completion of make-up work and tests will be determined on a case-by-case basis by the teacher in consultation with the parent. Make-up work will be available upon return to school. Work should be completed as soon as possible (ordinarily within a week). Missed tests will be made up at the discretion of the teacher.

ABSENT/MAKE-UP WORK POLICY, GRADES 4-8

Most assignments can be found in Google Classroom or Virtual Homework Site (6-8). Absentee work for those absent one or two days will be given when the student returns to school. One make-up day per day absent will be given. The points for the assignments may be depreciated after this time. For those students who are absent for an extended time (three days or more), the teacher will advise the student which assignments need to be completed.

After three days of the child being absent, parents may pick up books after school at the office (please call the school office early in the day to arrange this). Teachers should be given ample time to gather work missed. Because the upper grade books are heavy and we value instructional time, homework will not be sent home with siblings.

Make-up tests will be arranged with the teacher. Students will report to the designated room and will take the test under the supervision of a faculty member.

Jr. High Study Halls

St. Patrick School provides a 20 minute study hall for students each day. This time should be used responsibly so as not to fall behind in any class.

ANTI-BULLYING POLICY

Bullying is contrary to Gospel values and has no place in any Catholic school. As Catholics we believe in the dignity and respect of each individual created in the image of God. Intimidation or disrespect of any person is unacceptable in the Catholic school community. ***Bullying is not to be confused with peer conflict which is generally considered normal disagreements that occur as children interact with other children.*** Illinois House Bill 5707 states that all schools must define bullying behavior and clearly state it is contrary to state law and school policy.

Bullying Definitions: At St. Patrick School bullying is defined as ***a persistent and/or chronic pattern of aggressive physical, verbal, written, and/or psychological behavior that is intended to harm another.*** Bullying can take many forms including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation, and retaliation of asserting or alleging an act of bullying.

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs, and websites to harm a student or students with electronic text, photos, or videos.

Included in this definition are alternate forms of aggression to include relational, indirect, and social aggression.

- Relational aggression includes acts that "harm others through damage (or the threat of damage) to relationships or feelings of acceptance, friendship, or group inclusion."
- Indirect aggression allows the perpetrator to avoid confronting their target.
- Social aggression is intended to damage self-esteem or social status within a group.

ANTI-BULLYING POLICY – ***BULLYING WILL NOT BE TOLERATED AT ST. PATRICK SCHOOL***
School personnel intervene daily in the lives of students, reminding them of school rules, establishing limits, and imposing sanctions and consequences when appropriate. However, because bullying behaviors are malicious, often covert, and usually repeated over time; dealing effectively with such behavior demands a consistent school wide response as well as parental involvement. Both teachers and parents should be in regular contact with one another if bullying issues occur at school.

Outside the School Bullying Issues
Recently, St. Patrick School has found that there has been an increase in behavior that could lead to or be regarded as bullying. These issues transpire on a student's personal cell phone, computer, or tablet after school hours. Inappropriate behavior and language can also take place on shared video game platforms. Students communicate through social media or text messages. While the feelings that result from this kind of behavior may "bleed over" into school time, parents must be made aware and be held responsible for any and all actions taken place by their child during hours outside of school.

STRATEGIES:
Much research has been done on the negative effects of Smart Phones and / or computer devices being given to children before the age of 14. Their ability to *Surf the Web, Download Social Media Apps, and Text Message* all can be sources leading to poor behavior and choices that ultimately can lead to being accused of bullying. Parents should be vigilant in monitoring their children's devices if they give them such powerful instruments too soon.

The ultimate goal of a bullying intervention plan is to change the child's behavior. The St. Patrick School plan uses specific strategies including reflective activities, social learning activities, and restorative activities to help students who have been involved in bullying incidents. Intervention activities, practical strategies, and procedures for implementation are outlined in the faculty handbook.

It is important that parents contact the school if there is any suspicion of bullying that may be occurring. The school will determine the facts regarding all allegations of bullying in as prompt and confidential manner as possible. All allegations of bullying must be taken seriously and dealt with appropriately by the administration and staff of the school.

OTHER SERIOUS BEHAVIORS

Social Media Presence
Students may NOT use St. Patrick School name in any posting on any Internet site. Students are not to represent themselves in our school uniform unless it is a school related event.

Misuse of Faculty and Staff Photos
Students may not download any administrators, teachers, or staff members' photo without explicit consent from that person. Students may not download any classmates picture without the permission of that student and his/her teacher.

Cell Phones / Other Devices that Connect to the Internet
There currently is a state law eliminating smart devices from the classroom. St. Patrick School has not allowed these devices for the past 10 years. Any devices that connect to the Internet including but not limited to cell phones, smart watches, fit bits must have a permission slip signed by the parent in order for the child to bring this device into the school.

These devices must be turned in at the start of the school day and will be returned at the end of the day. They are not to be used on campus at the end of the day walking to their car or in after care. It is highly encouraged that students leave these devices at home if not needed before or after school. If the rule is broken, the device will be taken to the main office. A parent will need to come in to retrieve it.

TOBACCO (Including E-Cigarettes), DRUG AND ALCOHOL POLICY –
ZERO (0) TOLERANCE - NO NEGOTIATION – NO EXCEPTIONS
The abuse of tobacco, drugs and alcohol is counterproductive to the Christian social and academic climate of St. Patrick School. The use and/or sale of chemical substances by a student shall be dealt with seriously. Students will be held accountable if reasonable cause exists to believe that a student may possess or claim to possess, use, or is under the influence of narcotics, marijuana, or any related substances, hallucinogenic drugs, intoxicants such as alcohol or toxic vapors, or nonprescription drugs of medication, or paraphernalia for any of the foregoing, on school premises or at school related activities, on the school bus, or at a bus stop, or in transit to and from school. The following course of action will be taken:

1. The student(s) shall immediately be removed from the class, activity, or event.
2. The student(s) will be questioned and observed by the person responsible.
3. A member of the administration shall be notified as soon as possible.
4. We reserve the right to inspect all school and/or personal property.
5. **Concerns with E-Cigarettes and Vaping:** Please see the Lake County Health Dept. links below concerning the serious health issues related to E-cigarettes and Vaping:

Please open the following link: Public Health Law Center / E-Cigarette Regulations - Illinois and read what the law is regarding E-Cigarettes in Illinois.
The principal shall immediately notify the local law enforcement of verified incidents involving drugs on school grounds. The principal shall notify the Illinois State Police through the School Incident Reporting System in IWAS.

Battery Against School Personnel
The principal shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel.
The principal shall notify the Illinois State Police within 3 days of each incident of battery through the School Incident Reporting System in IWAS.

Firearms
The principal shall immediately notify the local law enforcement agency of a firearm incident on the school grounds. If a student is in possession of a firearm, then the principal shall also immediately notify the student's parent or guardian and pastor. The principal shall notify the Illinois State Police through the School Incident Reporting System in IWAS.

Weapons
Weapons such as a gun, Beebe gun, pocket knives or any other sharp object that could be used as a weapon (such as screwdriver) are not allowed at school. If a student is in possession of a weapon, the principal will notify the parents and

possibly the Illinois State Police. It is at the principal's discretion as to the consequence for this child. Any threat made with a weapon can lead to suspension or expulsion.

Guidance by the Archdiocese for the Suspension of Students for Disciplinary Reasons

In the rare event of serious or chronic disciplinary issues, a suspension may become necessary. Suspensions can be given if a student earns three detentions in a trimester and it may be served at the discretion of the principal. A suspension from school may also result in the removal from any sports teams.

The Principal shall formulate and promulgate a written policy regarding the suspension of students. The policy shall indicate the reasons for which a student may be suspended, and whether work may be completed for credit during the suspension. In general, suspensions should be reserved for serious or chronic behavior infractions.

This policy shall also include procedures to ensure that the imposition of suspicion is fair and consistent. Such procedures shall include:

1.) An investigation of the alleged misconduct by a qualified school employee
2.) An in-person conference between the parent(s)/guardian(s) and the principal, as well as other designated and appropriate personnel, to discuss the proposed or actual suspension. This conference should include time for the student/parent to present any evidence to refute the allegations
3.) Written notice to parent(s)/guardian(s) citing the misconduct and the length of the of the proposed or actual suspension (typically provided after the in-person conference described in #2)
4.) Written notification to the Regional Director and Pastor (when applicable)

Suspensions may occur away from the school or within the school. Students who serve in-school suspensions must be monitored by a qualified staff member at all times.

Students are not permitted to participate in school-sponsored extra and co-curricular activities for the duration of their suspension.

Guidance by the Archdiocese for the Expulsion of Students

The principal shall formulate and promulgate a written policy regarding the expulsion of students for disciplinary reasons (for withdraw for academic reasons, see §510.01). The policy shall indicate the reasons for which a student may be expelled.

Any student may be expelled or excluded from St. Patrick School for serious or chronic violations of the Student Code of Conduct that include, but are not limited to: physical, verbal, or sexual threats; substance abuse; possession of weapons or illegal drugs; chronic or serious bullying; serious and chronic lack of respect for school authorities; serious damage to school or student property; theft; or physical harm to student/staff.

Principals shall submit the details of the allegations, the results of their investigation, and the reasons supporting their recommendation to the Regional Director in writing before the expulsion is implemented. Consultation and approval must take place before the expulsion proceeds.

The policy shall also include procedures to ensure that the imposition of an expulsion is fair and consistent. Such procedures shall include:

1.) An investigation of the alleged misconduct by a qualified school employee
2.) An in-person conference between the parent(s)/guardian(s) and the principal, as well as other designated and appropriate personnel, to discuss the proposed or actual suspension. This conference should include time for the student/parent to present any evidence to refute the allegations
3.) Written notice to parent(s)/guardian(s) citing the misconduct and the length of the of the proposed or actual suspension (typically provided after the in-person conference described in #2)

Principals should consider suspension as an alternative to expulsion for infractions that occur within the last month of the school year. In some cases, it may be better to suspend the student for the remainder of the school year and allow him/her

to complete and submit work from home. Such arrangements shall be decided by the Principal in consultation with the Regional Director.

Where the student misconduct warranting expulsion did not: (a) present a threat of harm or (b) result in any harm to the health and safety of school employees, students, volunteers etc., principals may, in their discretion, offer parents/guardians the opportunity to voluntarily withdrawal from the school before the student is expelled. If parents accept this opportunity, they should submit their intent to withdrawal their child to the school in writing. The expulsion or withdrawal of a student does not necessarily impact the registration of any siblings in the school.

Students may no longer participate in any school-sponsored extra or co-curricular activities once expelled.

Guidance by the Archdiocese for the Procedures To Be Followed in Cases of Expulsion

In cases where a student is expelled, these procedures shall be followed:

a.) The advice of a psychologist, physician, social worker, counselor, or other appropriate person may be sought (at the discretion of the Principal or designee).
b.) The student is placed on suspension (see §407.00) for the duration of steps c-f (below).
c.) Written note is sent to the parents/guardians describing the reasons for the student's suspension and proposed expulsion. For parish, consolidated, and inter-parish schools, the designated pastor should likewise be apprised In most cases, it is advised that the principal (or designee) contact the parent/guardian via phone before sending home the written note.
d.) A face-to-face conference shall be held between the Principal, other appropriate school staff, and the parents/guardians. The student may attend at the discretion of the Principal. Attorneys, parent-advocates, or other parties invited by the parents/guardians may not attend.
e.) For Archdiocesan schools, the Principal shall submit the details of the issue and rationale for the expulsion to the Regional Director *in writing.* Permission must be obtained from the Regional Director before the expulsion proceeds.
f.) Parents/Guardians should be given the opportunity to voluntarily withdrawal from the school before the student is expelled. If parents accept this opportunity, they should submit their intent to withdrawal their child to the school in writing. The expulsion or withdrawal of a student does not necessarily impact the registration of any siblings in the school.
g.) Principals should consider suspension as an alternative to expulsion for infractions that occur within the last month of the school year. In some cases, it may be better to suspend the student for the remainder of the school year and allow him/her to complete and submit work from home. Such arrangements shall be decided by the Principal in consultation with the Regional Director.
h.) Students may no longer participate in any school-sponsored extra or co-curricular activities once expelled.
i.) Parents/Guardians of Archdiocesan schools may submit an appeal to the expulsion, in writing, to the Superintendent.

GENERAL SCHOOL SAFETY REGULATIONS:

- Any electronic devices including gaming devices, should not be brought on the bus or to school. If a parent permits a student to carry these items, the school is not responsible for loss or theft.
- Trading cards of any kind are not allowed.
- Children need written permission to leave the school grounds and signed out by a parent or guardian listed in the Sign-out Book at the Main Office.
- No snowball throwing due to injuries
- No climbing on snow hills near Wadsworth Road.
- No skateboards, sleds, or scooters will be allowed on the premises.
- NO weapons of any kind including toy weapons / guns are allowed at school.
- No ball playing of any kind will be allowed near the windows or against the building walls.
- Children are to remain on the playground during recess.
- Bicycles may not be ridden on the playground during school hours.

- Food and candy may not be eaten on the playground.
- Gum or gum chewing is not allowed on school property.
- Bats and baseballs are not permitted on the playground.
- Off-Limit Areas When on Playground: inside the church, the front of the church, the street, near the Rectory, and the wooded areas adjacent to the school.
- Ordinarily, the parents of the offending child will pay for broken windows and any damage to school property.

SCHOOL SAFETY

St. Patrick School Emergency Operation Plan

Each year the St. Patrick School administration updates the school's Emergency Operation Plan which outlines the responsibilities of administration, faculty and staff should there be an emergency on campus. This includes but is not limited to possible fires, severe weather, the need to evacuate off-campus, and the chance of a possible intruder. Required drills by the State of IL and the Archdiocese are done annually with the supervision of both the IL State Police Dept. and the Warren-Newport Fire Dept.

St. Patrick School is a secure environment. All doors are locked at all times. Visitors must enter though the main entrance, sign-in and show proof of their identity. All glass doors, side panels, outside windows at street level, and classroom door windows have been covered with a protective film the secure the breakage of the window for up to 8 minutes. All classroom doors are locked with a special steel lock that is not penetrable. Cameras have been installed outside the building and throughout all the hallways.

REQUIRED SAFETY DRILLS

- 3 School Evacuations Drills, with one including participation / observation of the local Fire Department.
- 1 Bus Evacuation Drill and appropriate Bus Safety Instruction per grade level or waiver for any school that does not use buses during the school year for any reason.
- 1 Severe Weather and Shelter in Place Drill.
- Annual review of the school's emergency response and crisis plans.

NEW LAW ENFORCEMENT DRILL

- The State of IL has amended the School Safety Lockdown Drill with several key provisions (HB2400).
  - This drill must be conducted within the first 90 days of school.
  - Parents, staff and students must be notified prior to the drill.
  - The appropriate local law enforcement agency shall observe the administration of the lockdown drill.
  - The drill must not include simulations that mimic an actual school shooting incident or active shooter event. The drill will be a walk through.
  - The drill must include content that is age appropriate and developmentally appropriate.
  - School administrators and school support personnel may, in their discretion, exempt a student or students from participating in a walk-through lockdown drill.
  - However, schools must provide alternative safety education and instruction related to an active threat or active shooter event.

Transfer of Records

Certified copies of transfer student records are requested within 14 days of enrollment.
SPS sends unofficial records of students transferring to other schools within 10 days of request.

High School

- Check with LR teachers for any special instruction documentation
- Send a copy of 7th Grade testing results
- Copy of 7 & 8 Grade Report Cards
- Copy of 7 & 8 Grade Attendance Sheet
- Copy of Birth Certificate
- Copy of Health Records – Send to nurse if available

File Birth, Baptismal and Health/Dental Records in cumulative file once completed.

Transfers
When a transfer of records request is received, call Illinois State Police at (309)693-5016 or call 1-800-U HELP ME (1-800-843-5763) to check missing child status.

- Check with LR teachers for any special instruction documentation
- Fill out a Transfer of Records Report
- Send full file with any prior school records, birth, baptismal and health/dental forms.

File Birth, Baptismal, Medical/Dental Forms, Attendance Sheet, Report Cards and Testing in school copy of cumulative folder.

No disciplinary paperwork will be sent in formal cumulative file.

PICK UP SAFETY
In the interest of keeping all students and staff members safe, we ask you to follow these guidelines when picking up students at the end of the day:
-- pets riding in cars should be leashed
-- cell phone usage is prohibited in school zones in the State of Illinois.
-- drivers should be licensed (no student driver, please)

ADULT CELL PHONE USAGE
Cell phone use by adults is prohibited while dropping off or picking up students. Remember, it is the law. Cell phones are a distraction to drivers while children are waiting for rides or boarding their vehicles. Safety first, please.

GENERAL INFORMATION

GENERAL COURTESY and MANNERS NOT OLD FASHIONED
Each student is expected to reflect the good training in courtesy that he/she has received at home, whether he/she is at school, on the playground, on the bus, on the street, or wherever he/she goes. Common courtesies to be observed:

1. Holding doors and greeting teachers and visitors.
2. Speaking politely to everyone.
3. Cleaning up after one self.
4. Taking one's turn in line.
5. Helping others when in need.
6. Being quiet in halls and classrooms so as not to disturb others.
7. Taking good care of school and personal property.
8. Remembering to use "please" and "thank you" and "excuse me."
9. Being considerate of others, especially the little ones.
10. Keep desks and lockers orderly and clean.
11. Keep classroom, bathroom, hallway, desk and locker walls clean of destruction.

LUNCH TIME MANNERS
Children eat lunch in their classrooms. Please give your child only what he or she will eat. Also, put the child's name on their lunch bag. Children may bring a sack lunch or order hot lunch through FSP by the month. Milk may also be purchased monthly.

Sometimes children forget their lunch and we must call home to have a lunch delivered. We ask that you refrain from fast food lunches such as McDonald's, Burger King, Subway, etc. Students will not be permitted to eat these lunches in the classroom; rather they will be asked to eat in the office.

Children should only bring lunch for themselves and not provide for others.

Policy requests good table manners and good conduct while eating. It is unacceptable to throw food or to leave a mess on a student's desk or floor. Students are to speak with inside voices and are expected to respond to their teacher for instruction to line up, etc…

PLAYGROUND
The children go out for lunchtime recess except in bitter cold, rain or severe weather. We will remain inside if the wind chill temperature is 10 degrees or below. They should wear appropriate clothing at all times. Children with serious colds who cannot go outside should be kept at home until they are well. It is difficult for us to provide indoor supervision during the lunch time. Please check your children occasionally to see that they still have mittens and boots. These items are lost so quickly and we don't want to send children outside without them.

LOCKERS
Each student in Grades 4-8 will be assigned to a locker on the first day of school. The ownership of the locker is maintained by St. Patrick School. No locker decorations of any kind are allowed. Only magnetic items may be used inside a locker (i.e mirrors, containers.)
Students in grades 6-8 are issued a school lock and are encouraged to keep their lockers locked at all times. Other locks may not be used. The student is granted limited use of the locker with these regulations:

1. The assignment of a locker to a student and the use thereof by the student is subject to the right of the school administration to have access to the locker at any time.
2. The only items that may be placed in the locker are articles of clothing, school books and supplies relating to school use, lunches, and personal items which the student is legally entitled to have in his or her possession. Money and/or expensive items should not be kept in lockers, but should be taken to the office for safe keeping and then taken home.
   ***CELL PHONES should not be kept in lockers. If a student is allowed to bring a cell phone to school then it must be turned into the child's classroom/homeroom teacher. It will be secured by the homeroom teacher. See cell phone policy.**
3. Students in grades 6-8 are to purchase a lock (from the school) for use on their lockers.
4. The school is not responsible for lost or stolen property.

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

The following notice must be published in school/parent/student handbooks.
Directive from: ***Archdiocese of Chicago Office of Catholic Schools Administrative Handbook***

Searches of School Property:
All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus. School personnel should always have another school authority present when conducting a search.

TRANSPORTATION
Children must ride their own bus home. If a child who rides the bus needs to be picked up, a note and / or a phone call from the parent is required. ***Only call during the last minutes of the school day if there is an emergency in change of plans for your child***. Calling late in the day creates confusion and can result in miscommunication. The safety of your child is of the upmost importance to us. If a note does not accompany the child to school, the child will use the usual mode of transportation home. Only children who do not ride the bus must be picked up after school by 3:15 P.M.

BUS CONDUCT
All children riding the bus must act with courtesy and respect just as would be expected on St. Patrick School campus. Regulations are for the safety of the passengers; therefore, a child who endangers the safety of the others may be removed from the bus for a determined period of time. We will cooperate with the public schools completely and follow their recommendations. If a student continues to disobey these rules and/or other directives given by the bus driver, that student and their parents may have to seek alternative transportation to and from school.

BUS INSTRUCTIONS
1. Be on time at the designated stop. Stay off the road.
2. Wait until the bus stops before attempting to enter or leave.

3. Keep hands and head inside the bus at all times. Nothing is to be thrown from the bus or inside the bus.
4. Food and gum are not permitted on the bus.
5. Remember loud talking will distract the driver. Yelling is never allowed.
6. Remain in seat while the bus is in motion. Keep aisles clear of feet, backpacks and other items at all times.
7. Be absolutely silent when approaching a railroad crossing.
8. Bus drivers will stop at authorized stops only. To get off at a different stop, the child must have a note.
9. Do not cross in back of the bus--cross in front of the bus.
10. OBEY THE BUS DRIVER AT ALL TIMES.

Policy regarding Bus Infractions

Please be aware that all buses are equipped with video cameras that record all actions on the bus every day. Students have been informed that they are being videotaped while riding the bus.

1st Offense – the student will receive a verbal warning.
2nd Offense – Letter of apology to the bus driver
- Three-day suspension from the bus
- Phone call to parents

3rd Offense - Five-day suspension from the bus
- Phone call to parents

4th Offense - Suspension from bus for the rest of the school year

Busing to/from St. Pat's is available from certain areas:

- If you reside in the Gurnee School District, busing is available. There is no cost for the Gurnee bus since St. Patrick School exists within their district boundaries.

- If you reside in the Woodland School District, busing is only available in Woodland's district north of Grand Avenue (Route 132) either from your home or a babysitter's. **Woodland School District will not provide bus service on days they are not in session. On those days, it is the parent's responsibility to bring your child(ren) to and from school. Those days will be posted in the school calendar. There is a cost unfortunately for Woodland bus riders.

SPORTING EVENTS

Students who are not part of a sports team can attend a sporting event as a spectator. *Each student must be accompanied by an adult.* The behavior expectation of spectators is that they remain in the gym to cheer on their fellow St. Patrick classmates. If students do not follow the rules that exist during the school day or they exhibit unsportsmanlike behavior, they will be asked to leave the game.

FIELD TRIPS

The Chicago area and surrounding areas offer many opportunities for field trips. Except for end of year trips, field trips are meant to correlate with the curriculum. If parents are asked to chaperone a field trip, please sign up only if you are in compliance with Archdiocesan guidelines by being Virtus trained. Siblings are not be allowed on trips. We are requesting one permission slip for each grade level scheduled field trips and a one-time fee that will be paid with miscellaneous fees in August. This fee covers all expenses including but not limited to the cost of busing and entrance into a place. A teacher may choose to add a field trip during the year with the permission of the principal.

All students in grades K-8 are required to ride to and from the field trip on the bus provided by the school unless a parent is given special permission by the principal. The eighth grade trip will be limited to one day.

PERSONAL PROPERTY

Parents are asked to **MARK CHILD'S NAME** on clothing, lunches, books, equipment, etc. St. Patrick's is not responsible for personal items brought to school by the child. A "lost and found" will be provided for lost articles. Please ask your child to check this area if something is missing. Lost articles will be displayed periodically throughout the year. Unclaimed articles will be discarded. Children should not carry valuable items or large amounts of money to school. In the event that anything of value is brought, please caution your child to keep the item on his person. Since books are used on a rental basis, it would be advisable for students to have waterproof book bags. School owned materials which are

damaged will be paid for by the responsible student. Book covers must be put on all hard covered books. Do not use contact paper to cover books or tape the covers to the books.

SCHOOL PROPERTY

Due to the fact that we are not state funded for replacement of any of our educational material or supplies, we have instituted a policy for replacement. If a student marks or defaces in any way desks or other school property (computer software, library books, windows, textbooks, etc.), he/she is liable for replacement cost. Parents will be notified and are liable for any vandalism to school desks or property.

PARTY INVITATIONS / GOODIE BAGS for STUDENTS

At St. Patrick School we place a premium on instructional time. We ask that party invitations be sent through the mail. Invitations will not be distributed at school unless every child in the class is invited to the celebration. We also discourage "Goodie Bags" be given out at school. It is best to save those for the child's birthday party.

GIFTS FOR STAFF

We are asking our parents to refrain from collecting money from parents in their class for teacher gifts. Parents have different financial obligations to meet throughout the school year. Gifts should be left to the discretion of individual families and is suggested to not exceed $25.00.

WATER BOTTLES

Water bottles are no longer a requirement. Our water fountains are open and available to students. If a student wishes to bring a water bottle to school, it must be reusable. It no longer needs to be clear. Any clear or a metal bottle will be allowed. ***The flimsy recyclable water bottles are not allowed. The athletic squeeze water bottles are not allowed. All water bottles must have a closed top.*** Only water is allowed in the water bottle. No other liquid is allowed (i.e juice, soda, lemonade, coffee or Gatorade.) Put your child's name on their bottle.

K-5 HOLIDAY PARTIES

Due to the number of food allergies, food treats will not be a part of the four holiday parties. A holiday craft will be provided by the school instead. Room parents will provide games and prizes and will work with students on creating the craft.

6-8 SCHOOL DANCES

Three school dances are provided for Jr. High students at the end of each trimester. Teachers chaperone.

BIRTHDAYS

In keeping with the Wellness Policy, parents are asked not to bring in a special treat for a child's birthday. Instead each teacher will decide how students will be recognized in each individual classroom. The summer month birthdays will be celebrated during the months of September and May. For all students, on their special day, their birthday will be announced during morning announcements and they will be sent to the office for a special birthday surprise from the principal.

STUDENT COUNCIL

Two students from each classroom in grades 4-8 will be asked to serve on the Student Council. These students should be academically responsible and exhibit positive leadership skills. Selected students who do not maintain their academic responsibility or continue to exhibit positive behavior may be asked to relinquish their position. The Student Council meets with the principal or the principal's designate. Membership on the Student Council is considered a privilege.

SCHOOL CLOSING

In the event that school must close due to bad weather or power failure, etc…the principal will send out a Parent Alert through your email as well as announce it on our website. The closure will also be listed on the Emergency Contact System that runs the names of schools that are closed on the major Chicago news channels.
Please do not call the school! If the public school districts that bus our students close, we generally close also.

WEEKLY BULLETINS

A bulletin is e-mailed each Friday to all families and is also posted on the school website. This bulletin is designed to keep parents abreast of changes in the calendar and to give current information.

It is vitally important that parents read this bulletin each week. Only call the office if a question cannot be answered using this form of communication. Also remember that important dates can be found on the school's calendar. You can access the school's calendar by going to the school's website and click on Calendar in the top drop menu. Each family also received a hard copy school calendar at Fee Day.

PRINCIPAL MONTHLY NEWSLETTER

On the first of every month the principal will send a newsletter that shares upcoming events and ongoing information. In addition, parents will be able to see articles and pictures on activities from the previous month.

ACADEMIC INFORMATION

All instruction is in the English language, except as otherwise permitted such as in Spanish classes.

RELIGIOUS EDUCATION

The religious education component of our school program is vital to our identity as a Catholic school. We teach religion on a daily basis, centering our curriculum on the major areas of faith development: scripture, dogma, liturgy, prayer, and sacraments. Our teachers use materials that include *The Catechism of the Catholic Church*, the Bible and grade-level appropriate textbooks.

Our staff is concerned not only with the intellectual development of our students but with their moral and spiritual formation as well. The Principal opens each day with Morning Prayer over the PA system, reminding students that they are God's well-loved children and urging them to care for one another. Teachers engage students in prayer before and after religion class, before meals and after meals, and at appropriate times during a school day. They also involve their students in preparing for and participating in the liturgies and prayer services that are part of school life. Children are instinctively imitative. For this reason, the staff of St. Patrick School makes a conscious effort to model what they teach, to offer the children an example of a community of Catholic adults dedicated to the development of their charges. The Mission and Philosophy statements outlined in the handbook are the milestones we follow in shaping the religious education of our students.

SACRAMENTAL PROGRAM

Our children receive the Sacrament of Reconciliation in Grade 2, First Holy Communion in Grade 2, and Confirmation begins in Grade 7 and is competed in Grade 8.

Catholics are a sacramental people. As Catholics, we are aware that the Sacraments introduce us to and accompany us all through our religious lives. For this reason, we place great emphasis on our sacramental programs and especially upon the important role that our parents play in them. Here as elsewhere in the curriculum the partnership of parent and teacher is of paramount importance. Obviously the participation of the parents at sacramental meetings and prayer services is crucial. We will also provide them with informational bulletins whenever these are needed.

SCHOOL LITURGIES

Our moral and religious life is made up of "practices", habits of the heart. For this reason our students attend Mass on a regular basis, on holy days, and special times in the church or school year. Through these religious experiences children develop and deepen a faith relationship with God. The liturgy schedule is posted on our school website.

CURRICULUM

Curriculum is established by the state and the Catholic School Office. Textbooks are selected by the school leadership team in consultation with the guidelines of the Office of Catholic Schools. Program content is continually upgraded through faculty study programs, research, and through the recommendations of the Catholic School Office.

St. Patrick School offers advance placement in 7th and 8th grade mathematics and in 8th grade ELA. Students are invited into these programs who have demonstrated a high aptitude in these subjects by grades, test scores and teacher observations. Grade 5 is provided an Introduction to Personal Finances through the First Bank of Highland Park.

The Family Life Program is taught in accordance with the Religion curriculum. The unit covers five strands: family living, personal growth, respect for life, social living, and Christian sexuality.

ELIGIBILITY FOR STUDENTS PARTICIPATING IN ATHLETICS AND EXTRACURRICULAR ACTIVITIES (GRADES 4–8)

At St. Patrick School, academics are the highest priority. Students are expected to maintain satisfactory academic progress and appropriate behavior in order to participate in extracurricular activities. This policy applies to all school-sponsored activities, including but not limited to athletics, cheerleading, choir, Science Olympiad, Yearbook, Student Council, Fishing Club, and any future clubs or organizations sponsored by the school.
The faculty is committed to helping students maintain a healthy balance between academics and extracurricular involvement. Student academic performance will be monitored on an ongoing basis throughout each trimester.

General Eligibility Guidelines:

1. **Eligibility begins with the first official practice, meeting, or event for the activity and continues throughout the season or duration of the club.**
2. **Parent Notification**
   - **Parents/guardians will be notified via email if their child becomes academically or behaviorally ineligible.**
3. **Period of Ineligibility**
   - **Students who are declared ineligible may not participate in or attend practices, competitions, games, meetings, performances, or other club events during the period of ineligibility.**
   - **The period of ineligibility begins on the Monday following notification and continues through Sunday.**
4. **Regaining Eligibility**
   - **During the week of ineligibility, the student must demonstrate academic improvement by increasing the grade in the ineligible subject(s) by at least 1 percentage point and/or resolve the reason for ineligibility as determined by school administration.**
5. **Eligibility Review Schedule**
   - **Grades 6–8: Eligibility will be reviewed every two weeks based on grades as of the designated Friday.**
   - **Grades 4–5: Eligibility will be reviewed at the midpoint and end of each trimester.**
6. **Extended Ineligibility**
   - **Grades 6–8: A student who accumulates three weeks of ineligibility during a single sports season or club session may be removed from participation for the remainder of that season or session.**
   - **Grades 4–5: A student who accumulates four weeks of ineligibility during a single sports season or club session may be removed from participation for the remainder of that season or session.**

Academic Eligibility:

A student will be considered academically ineligible if either of the following conditions exists:

- **The student has a 69% or below in any subject area.**
- **The student has 10 or more missing assignments during the current eligibility review period that are not the result of an excused absence.**

At the conclusion of the ineligibility period, teachers will review the student's progress to determine whether eligibility has been restored.

Behavioral Eligibility:

A student may be declared behaviorally ineligible under the following circumstances:

- **A student who receives two detentions or an out-of-school or in-school suspension during a trimester will be ineligible to participate in practices, games, competitions, meetings, or club events for a minimum of one week, including the weekend.**
- **A student who is removed from class due to disrespectful, disruptive, or otherwise inappropriate behavior may not participate in any practice, game, competition, or club event on that day or the next scheduled activity. The administration and/or Athletic Director will determine the length of the student's ineligibility based on the circumstances.**

Continued Participation:

Students who become ineligible for academic or behavioral reasons will be monitored for improvement. If sufficient progress is not demonstrated, the school may require a conference involving the student, parents/guardians, teacher(s), coach or moderator, Athletic Director, and/or administration to determine whether continued participation in the activity is appropriate.

EXCUSED FROM P.E. CLASS:

To be excused from participation in P.E. class, the teacher must receive a note/email from a parent for short term absence and a doctor's letter describing an injury for long-term absence. Students who are not allowed to participate in P.E. class due to an illness or injury, may not participate in a sporting event held after school until they have returned to their P.E. class.

ACADEMIC PROBATION

The St. Patrick staff continuously works with every student at St. Patrick School to reach their academic potential. If it is determined that a student is not academically performing to their potential or has earned a failing grade in a core subject, he/she will be placed on academic probation. Academic probation means that a remedial plan will be written by the teachers and school staff and completed by the student. The academic probation plan may include required tutoring by an accredited tutor or other remedial programs in the core subject of issue.

Upon completion of the work, an evaluation from the accredited tutor or program will be submitted to the school. The report will be reviewed by the school staff, student and parents. At that time, it will be determined if the student has met the requirements to be removed from academic probation. Promotion to the next grade level and / or re-enrollment the following year is always contingent upon meeting the rigorous academic standards of St. Patrick School.

STUDENT / FAMILY VACATION POLICY

It is highly recommended that parents avoid taking students out of school for family vacations.

Homework will not be given prior to a vacation. Students may take books and their own Chromebooks or laptops to check See Saw or Google Classroom for daily assignments. The student should meet with teachers upon his/her return and request missing work and tests. No tests will be administered prior to the trip. If the student returns from a trip prior to the end of the trimester the student may make up missing work and tests within a reasonable amount of time, (discuss with the teacher). Keep in mind when planning, if the trimester ends while the student is on vacation, a zero will be given on all missing assignments and tests due to gradebook closure dates. Please check end of trimester dates and again avoid vacations during school days.

LIBRARY POLICY

Our library is an essential aspect of our school. The library extends our curriculum into research and enrichment areas. Each class K through 3 has a weekly library session. The Intermediate and Jr. High units will use the library to acquire reading materials or work on research for special projects or assignments.

If a book is damaged or lost, the parent will be notified of the cost to replace it. If the book is later found, no refund will be given, you are to keep the book. A student will not be able to check out any additional books until all overdue books have been returned, or all replacement fees have been paid.

The number of books that may be checked out is as follows:

K & 1st	1 book
2nd, 3rd	2 books
4th – 5th	3 books

REPORT CARDS

Report cards are issued every trimester. At the end of the first and second trimester, report cards are sent home with the students in grades K-8. Parents are asked to sign the envelope and return it to school immediately. Third trimester report cards will be mailed home the week after school lets out. Report cards will be held and/or PowerSchool access will be terminated until outstanding fees are paid in full.

GRADES:

Grades will be determined by the student's classroom participation, homework, and periodic tests. The grading scale for Grades 4, 5, 6, 7, & 8 is as follows:

- A = 90 – 100% B = 80 – 89%
- C = 70 – 79 % D = 60-69%
- F = 59 % or below

HONOR ROLL
Honor roll will be for students in grades 6 through 8. Honor rolls are: A honor roll (all A's), A-B honor roll (all A's and/or B's).

REPORTS TO PARENTS
Mandatory conferences are held for all students every year in November. Conferences at the teacher's request will be in March. The time assigned for conferences in K-8 should be strictly adhered to. Both parents should be in attendance, whenever possible. Students in grades 4-8 are highly encouraged to attend with their parents.

In the event that the parent or teacher feels the need for a special conference, one can be scheduled at any time throughout the year. The teachers are available by appointment before and after school. Conferences have specific starting and ending times, which will be determined when the conference is scheduled. Both parties are expected to be prompt. If the parents are late, the conference may need to be rescheduled.

Mid-term grades are available on Power School gradebook each trimester to all parents in grades 4-8. This allows sufficient time for students to improve their progress before report cards are issued. For grades 4-8, PowerSchool is also updated weekly.

ASSESSMENTS
Three times per year all students in grades K-8 will take the progress monitoring assessment, iReady. This online assessment is meant to give the teachers a snapshot of where the student's skill levels are at that moment in time. The iReady program then takes the data from the first diagnostic test of the year and creates a differentiated instructional packet for each child. The student is to use the math and ELA packets throughout the trimester, until the next test. To see growth, students should be working in their individualize packets 30 minutes each week for math and 30 minutes each week for ELA. For students in grades 6-8, 40+ is required.

REPONSE to INTERVENTION (RtI)
The Response to Intervention is a three-tiered system to provide services for students. It is designed to provide effective interventions to meet the needs of all students. The interventions used need to be scientific, peer-reviewed, and research-based.

RtI focuses on improving the educational performance of any student when a behavioral and / or academic difference exists between their current performance and the desired performance. This model promotes team-based problem solving and creative, efficient, and effective use of all staff and instructional resources.

The purpose of RtI is to identify student needs and provide all students with a continuum of increasingly intensive interventions based on individual need. A thorough decision-making process is used to blend general education and our learning resource team's expertise and resources into one system that more effectively meets students' needs. The students' strengths and weaknesses are assessed based on their academic performance or behavior in the school environment. The student's progress is directly and frequently monitored at all levels of the decision-making and intervention.

STUDENT SCREENING PROCESS
If the St. Patrick Team makes the decision that a student should be evaluated based on different data collections, the special services team at St. Patrick's would then gather more data. Students might be screened in different academic areas or social emotional and speech and language development. The result of the screening process is a systematic collection of information for every child screened, which helps determine whether there is a need for further assessment to determine eligibility for special services. Screenings are conducted whenever concerns are raised about academic, social emotional or speech and language development. Screenings are informal and when formal testing or RTI intervention is needed, parents will be contacted.

PRIVATE EDUCATIONAL TESTING
It is most important that if you suspect learning problems, you discuss your concerns with your child's teacher. The teacher can often advise and implement classroom strategies to address your concerns. If the child continues to struggle, the teacher may confer with the Resource Team for a screening. Additional interventions may then be attempted, or an Intervention Team meeting may be scheduled. If educational testing is warranted, St. Patrick School will contact District #56 who works with a multidisciplinary team of testing specialists from CSES (Center for Special Education Services). If

you choose to have your child privately tested for learning disabilities, please be prepared to provide results and paperwork to the Resource Team at St. Patrick School. Further testing may or may not be required through District #56.

ST. PATRICK CATHOLIC SCHOOL

TECHNOLOGY AND INTERNET ACCEPTABLE USE

(2026-2027)

Scope of Policy

St. Patrick School will provide technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers/Chromebooks/iPads provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers/Chromebooks/iPads, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the technology resources and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer/Chromebook/iPad and network usage at St. Patrick School.

Ownership of Devices

● All devices, Chromebooks, iPads, and Desktops, are the property of St. Patrick School. To ensure their use as a positive learning tool in coordination with the school's curriculum, St. Patrick School administrative staff and faculty retain the right to collect and /or inspect any school owned device at any time, including via electronic remote access and to alter, add or delete installed software or hardware during a student's enrollment at St. Patrick School.

● Each student will be issued a school-owned Chromebook for the 2026-27 school year. Guardians/Parents/Students are responsible for paying the leasing cost per Chromebook per year. Upon payment students will be issued a Chromebook that will be used by them for the entire school year. Chromebooks will be collected at the end of the school year. When students graduate from St. Patrick School, St. Patrick School takes ownership of the Chromebook. If the student ceases to be enrolled at any point in the 2026-27 school year at St. Patrick School, the student must return his/her device and power cord to St. Patrick School. The original leasing fee is nonrefundable.

● All students must have a *Technology Acceptable Use Policy Form* on file in order to receive their school-owned Chromebook.

No Expectation of Privacy

● Students have no expectation of confidentiality or privacy with respect to the use of any Chromebook that has been leased to them by St. Patrick School. The school may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at any time for any reason related to the operation of St. Patrick School. By leasing and using a St. Patrick School Chromebook, students, parents, and guardians agree to such access, monitoring, and recording of student technology use

both on and off campus.

● Students have no expectation of confidentiality or privacy with respect to their spwstudent.org account. This account is owned and monitored by the school. Any person who is granted an email and online account shall be referred to herein as an "account holder." St. Patrick School reserves the right to monitor the information contained in any user account.

- Teachers, school administrators, and the technology department staff will be using *GoGuardian,* a monitoring and reporting platform in Grades K-8, during the 2026-27 school year. This program allows faculty and technology staff to view the screens and activity on student Chromebooks at all times.

Access and Use of the Local Area Network (LAN) and Internet

St. Patrick School refers to the school's administration, St. Patrick School Technology Office and the Board of Specified Jurisdiction. St. Patrick School utilizes a Local Area Network (LAN) and the Internet for use by faculty and students. The Board of Specified Jurisdiction, and the administration have a duty to ensure that the manner in which the LAN is used does not conflict with the basic educational mission of St. Patrick School. Use of the St. Patrick School's LAN may be restricted in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, St. Patrick School shall not permit use of the LAN which: (a) disrupts the proper and orderly operation and discipline of St. Patrick School; (b) threatens the integrity or efficient operation of the St Patrick School's computer network; (c) violates the rights of others; (d) is socially inappropriate or inappropriate for a student's age or maturity level; (e) is intended as an immediate solicitation of funds, unless approved by the Pastor, Principal or designee for school-related purposes; (f) violates federal, state, or local law, including but not limited to copyright laws; or (g) constitutes gross disobedience or misconduct. St. Patrick School also shall implement technology protection measures consistent with the Children's Internet Protection Act and its implementing regulations.

Any person who is granted access to the LAN will receive a school owned email account, and shall be referred to herein as an "account holder. St. Patrick School reserves the right to filter and monitor the information contained in any user account.

St. Patrick School shall encourage students to use digital tools safely and for educational purposes only. St. Patrick School uses Google Workspace for Education throughout the school. All students will receive a Gmail account under the spwstudent.org domain (our school owned Google Education Account) upon entering Kindergarten. For students in Grades K-5, the Gmail address in inactive, meaning emails cannot

be received or sent. Students in Grades 6-8 have an active Gmail account under the spwstudent.org domain. This Gmail account will be locked down to the spwstudent.org domain, meaning that students may only send and receive emails from other users with a spwstudent.org email address.

Google Workspace For Education

● Chromebooks seamlessly integrate with the Google Workspace productivity and collaboration tools. This suite includes, but is not limited to, Google Docs, Sheets, Slides, Drawings, Sites, Gmail, Forms, and Meet. Any use of any Google App for non-educational purposes can result in loss of the Chromebook or temporary suspension of a student account under the spwstudent.org domain.

● Youtube is an additional Google Service that integrates seamlessly with our Google workspace for Education Account. This additional service is used for educational purposes

only at St. Patrick School. Students will not be able to create personal accounts, however, the service is widely used for educational purposes in Pre-Kindergarten through Grade 8. In signing this form you are agreeing to the use of this service for your children. Youtube use is monitored by Go-Guardian. St. Patrick School is not responsible for any non-educational, student initiated, search that results in an encounter with controversial content.

Learning Management Systems and Digital Curriculum

St. Patrick School uses two learning management systems*, Seesaw for Schools* in Grades K-3, and *Google Classroom* in Grades 4-8. Students will have school accounts created within these platforms for educational purposes consistent with the acceptable use policies of the school.

St. Patrick School uses online school digital curriculum programs as well as other digital educational resources, and as such, students will have additional user accounts created within these programs. The digital platform accounts include, but are not limited to, MagicSchool, Savvas Learning (ELA and K-3 Math), McGraw Hill (6-8 Health), iReady, BrainPop, Epic, IXL (Math and ELA), Desmos Math, HMH Ed (Science 4-8), EdPuzzle, NoRedInk, Kahoot, Blooket, Typing Club, Smart Pass and Quizlet. Such use shall be limited to educational content consistent with the acceptable use policies of the school.

St. Patrick School is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, St. Patrick School will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Internet Safety

St. Patrick School administration is authorized to implement the Internet Safety Policy and its Procedures. The administration also may promulgate additional procedures, and other terms and conditions of its local area computer network use as may be necessary to ensure the safe, proper, and efficient operation of the computer network.

The administration or designees shall include measures in this policy's implementation plan to address the following:

● Ensure staff supervision of student access to online electronic networks.

● Restrict student access to inappropriate matters as well as restricting access to

harmful materials.

● Ensure student and staff privacy, safety, and security when using electronic communications.

● Restrict unauthorized access, including “hacking” and other unlawful activities.

● Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, full names and addresses.

● Maintaining a curriculum, with certification, in the area of Digital Citizenship through Common Sense Media.

Use of Under Age 13 Applications for Educational Purposes

Your student under the age of 13 may be asked to create user accounts on digital applications or websites for educational purposes as they relate to classroom instruction. These are applications or websites that have been approved for students under the age of 13. Classroom teachers as well as the Technology Coordinator will be familiar with the Terms of Service on these applications to ensure the safety of our students. The account creation will be under the direct supervision of the classroom teacher. Student information required to create such an account is typically limited to school email address, username, or birthdate for age verification. No other personal information will be shared with these digital applications. In some instances, a digital program will require a parent email in order to complete the registration process. If a parent email is required, the parent will be notified, and the email address on record will be used to complete the registration process.

Encounter of Controversial Material

Users may encounter material which is controversial and which the user, parents, teachers or administrator may consider inappropriate or offensive. However, on a global network it is impossible to effectively control the content of data and users may discover controversial material. Users must notify the instructor, classroom teacher, St. Patrick School Technology Office or an administrator of any inappropriate material. It is the user’s responsibility not to initiate access to such material. Any decision by St. Patrick School to restrict access to Internet material shall not be deemed to impose any duty on the school to regulate the content of material on the Internet.

Vandalism and Harassment

Vandalism is defined as any malicious attempt to harm, modify, or destroy data, hardware, software or networks. Harassment is defined as the persistent annoyance of another user, or the interference of another user’s work. Harassment includes, but is not limited to, the sending of unwanted email, the sharing of inappropriate/ harmful comments and pictures via Google Apps for Education. ● Vandalism and harassment will not be tolerated

● Parents are responsible for any charges incurred due to the intentional damage of a school owned device (Desktop Computer, iPad, Chromebook).

Technology Resources Restrictions

Technology Resources include but are not limited to the LAN, Internet, fax, email,

desktop computers, Chromebooks, iPads, Promethean Boards, and telephones. Students who do not comply with the St. Patrick School Technology Acceptable Use Policies will be subject to loss of privileges, detention, suspension, and /or expulsion at the discretion of the school administration.

Use of the technology resources that are prohibited include, but are not limited to:

● Attempting any unauthorized access, including hacking of any computer system. Downloading unacceptable materials onto any school owned device.

● Storing unacceptable materials within any Google Drive under the spwstudent.org domain.

● Re-posting personal communication without the author's prior consent.

● Violating copyright law.

● Using school technology resources for political lobbying, commercial activities, product advertisement, financial gain, credit card fraud, electronic forgery, or other illegal activity and political purposes.

● Downloading, installing or storing software on a school computer without the approval of appropriate school personnel.

● Changing or attempting to alter any configuration, program or password on any computer or school devices.

● The use of another student's account or password.

● Using the Internet for unauthorized purchases.

● Using inappropriate language, pictures, and gestures in any form on the Internet.

● Using school technology to download pictures of staff and/or students.

● Using school technology to download pictures of staff and/or students and modify them in any way.

Using school technology to video staff and/or students, both on or off campus.

● Transmitting over of its computers and the computer network of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.

● Attempting to log on to the Internet as a system administrator.

● Use of games and activities played on the Internet or LAN that are not educationally related.

● The use of any Google App under the spwstudent.org domain including, but not limited to, Drive, Docs, Slides, Meet, and Sheets for inappropriate, non-educational related activities, such as student social group chats.

● The use of any device or spwstudent.org account for non-educational purposes.

- Circumventing our GoGuardian filtering system in any manner, including but not limited to the use of screenshots and offline mode. St. Patrick School is not responsible for any content that is viewed if a student chooses to go around our systems in place to protect them.
- Using another student's Chromebook or account to search inappropriate content.

School Responsibility

The school is primarily responsible for:

● Applying blockage to visual depictions of material deemed obscene or to any material deemed harmful to minors as determined by the school administration.
● Teaching proper techniques and standards for Internet participation.
● Guiding student access to appropriate areas of the Internet.
● Informing students that misuse of the Internet in school could result in loss of access privileges and / or further disciplinary action.
● Monitoring privacy, software policy, copyright laws, email etiquette, approved/intended use of the school's Internet resource; and
● Disabling; subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purpose

The School is Not Responsible For:

● Unauthorized costs or charges that are incurred by students over the Internet. ● Any damages the student may incur, including loss of data.
● The accuracy or quality of any information obtained through any school Internet connection.
● The accidental encounter of controversial material, unless there is proof of gross negligence in the area of content filtering or student monitoring, by St. Patrick School staff while the children are onsite.
● The accidental encounter of controversial material while students are at home, unless there is proof of gross negligence in the area of maintaining our GoGuardian, our cloud based, Chromebook monitoring platforms.
● Any student initiated, inappropriate search, which results in the viewing of controversial content at home and/or at school.

Chromebook Restrictions and Guidelines

● No food or drink should be near the Chromebook.
● Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. ● Chromebooks should not be used with the power cord plugged in where the cord may be a tripping hazard.
● Heavy objects should never be placed on top of the Chromebook.
● Never leave the Chromebook in an unsecure location.
● All Chromebooks in Grades K-8 need to be in their mandatory, school purchased case at all times.
● Identification tags must not be interfered with, this includes the student's name plate. A $5.00 charge will be added to the parent/guardian FACTS account if a Chromebook is turned in without a nameplate.
● No stickers of any kind are to be placed on the keyboard, screen, or on the outside of the Chromebook or school owned Chromebook case. This is considered vandalism to school property.
● No drawings, engravings or markings of any kind are to be placed on any part of the Chromebook or school owned Chromebook Case. This is considered vandalism to school property. Parents/Guardians will be responsible for the repair/replacement cost of any chromebook or school owned case that has been misused . The charges will vary

depending on the damage done.

● Never pull back the rubber or plastic framing on the cover of the Chromebook. This is considered vandalism to school property.

● Chromebook screens should never open to lay flat on any surface (180 degrees). ● Chromebooks should be stacked on top of books, not under them.

● Do not put pressure on the top of the Chromebook when it is closed.

● Do not store a Chromebook with the screen open.

● Do not place anything in the protective case.

● Make sure there is nothing on the keyboard before closing the screen (pens, pencils, etc.). ● Never lift the Chromebook by the screen.

● Never carry the Chromebook with the screen open.

● Students must come to school with their Chromebook fully charged.

● *Students are not to share their Chromebooks with each other. The student that the Chromebook is issued to, is responsible for any inappropriate material or damage.*

***Please note: Any student observed violating any of the above care procedures, may lose the use of their device for the remainder of the school day. If a student is observed violating these care procedures on a regular basis, a student may lose their device for a longer time frame as decided upon by the Administration. If a student, at any grade level, cannot or will not care for their school owned Chromebook according to the policies stated in this document, an older model Chromebook will be issued to the student. Once a student can properly care for their Chromebook, they will be reissued the model they received at the beginning of the 2026-27 school year.*

Chromebook Protective Case Policy

● Each student in Grades K-8 will be issued a school owned, mandatory model, Chromebook case. This case is not to be intentionally damaged in any way. There can be no writing, drawing, or any other intentional markings present on the cover at any time. If the case is intentionally damaged to the extent that it no longer protects the Chromebook or has inappropriate markings on the cover, the parent/guardian will be responsible for purchasing a new school model case from St. Patrick School. The replacement fee will be based on the current case pricing at the time of the replacement ($30.00). The fee will be added to the parent/guardian's FACTS account.

● All Chromebooks in Grades K-8 need to be in their mandatory, school purchased case at all times.

● Although the cases are reinforced to help protect the Chromebook, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect their device.

Chromebook Printing

● Students are encouraged to digitally publish and share their work with their teachers and peers when appropriate.

● Students may set up Google Cloud Print to print from their Chromebooks at home.

Managing and Saving Your Digital Work with a Chromebook

● The majority of student work will be stored in Internet/Cloud based applications and

can be accessed from any computer with an Internet connection and most mobile Internet devices. Some files may be stored directly on the Chromebook however, Google Drive is the primary filing system in which our students store and share their work.

● St Patrick School will not be responsible for the loss of any student work.

Chrome Operating System and Security

- Updates: The Chromebook operating system, Chrome OS, updates itself automatically. From time to time a student will need to restart their device in order for the update to take effect.
- Students may not attempt to install or run any operating system or browser on the Chromebook other than the Chrome OS operating system and Google Chrome.

Chrome Virus Protection

Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Chromebook Content Filter

● St. Patrick School utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks used in the school will have all Internet activity protected by the same firewall.

● In addition, Google provides a lockdown component that is part of their licensing per device. This provides another layer of protection.

● Also included in each device's annual leasing cost, in Grades K-8, is a subscription to the *Go Guardian* monitoring platform. *GoGuardian* allows teachers and Technology Staff to see everything a student is doing on their Chromebook at any time. This cloud based, monitoring platform gives St. Patrick School the added benefit of securing our students' online activities and safety. This security feature will work at school and at home.

Chrome Web Apps and Extensions

Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store *only when instructed by their teachers*. Most apps and extensions are managed by the Administrator on our Google Workspace for Education Account. Students are responsible for the web apps and extensions they install on their Chromebooks. Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Repair

● If a student's Chromebook needs repair, the student should bring it to the front office the day the Chromebook is damaged. They will check out a loaner device at the Front Office loaner cart. The student will keep this loaner for the duration of time that the Chromebook is out for repair.

● If a device is lost, on or off campus, the parent/guardian/student will be charged the full replacement cost of the device in addition to the yearly leasing fee. The

replacement cost of our Chromebooks is $360.00. Any fees will be charged to your FACTS account.

● The parent/guardian/student is responsible for the repair cost of any Chromebook which cannot be repaired through insurance. Damage that is not covered by insurance is termed vandalism. Such damage includes, but is not limited to, drawings, markings, engravings, as well as damage to the framing of the screen (rubber or plastic). The repair cost is dependent upon the quote/invoice from our repair facility and at the discretion of the Administration. Any fees will be charged to your FACTS account.

● A replacement fee of $20.00 will be charged for any power cord that is lost or damaged. This fee will be charged to your FACTS account.

● If another student has damaged the Chromebook in any way, the student who was issued the Chromebook is still responsible for the fees.

Chromebook Loaner Policy

● All students need to bring their Chromebook to school daily. In Grades K-8, if a student forgets their Chromebook, the parent/guardian will be contacted in order to bring their child's Chromebook to school. If a parent/guardian cannot bring their child's Chromebook to school, a loaner may be issued, if there is one available. If a student forgets his/her Chromebook on a regular basis, a written warning/demerit may be issued at the discretion of the teacher, in Grades 4-8.

● Students must charge their Chromebooks every night. In Grades K-8, if a student forgets to charge their device, there will be a limited number of cords available in each classroom for charging. If a student in Grades 4-8 comes to school, on a regular basis, without their Chromebook being charged, a demerit may be issued at the discretion of the teacher.

● The parent/guardian/student will be responsible for any damage to or loss of the loaner Chromebook while it's in their child's possession.

● The parent/guardian/student will be responsible for any damage to or loss of the loaner Chromebook while it's in their child's possession.

Use of Google Meet

Teachers may use Google Meet during the school day to meet the needs of students on campus. Google Meet will be used at the discretion of the individual classroom teachers.

Policy on Livestreaming Classes on Google Meet

● Beginning in 2021-22, there was no longer a need for long term e-learning, which included live streaming, and as such the livestreaming of classes on an ongoing basis was discontinued. For the 2026-27 school year this policy remains in effect.

● In the event of a possible class quarantine or a weather emergency, teachers may use live streaming at their discretion.

● Please Note: The Archdiocese of Chicago approves the use of Google Meet for virtual,

non
recorded, class meetings

Use of Artificial Intelligence (AI) Tools

Most AI platforms are intended for the use of adults (ages18 older) and are blocked by GoGuardian and Google Admin at St. Patrick School. There are times when students either through intentional searches and/or AI features that cannot be blocked may obtain access tools not intended for school use. An example of this is the AI mode feature on the Google Chrome browser. It cannot be disabled. The only approved AI tool approved for use at St. Patrick School is the MagicSchool AI platform. It is a safe AI platform for students with built in tools for teacher monitoring and control. The use of artificial intelligence (AI) tools (such as ChatGPT, Google Gemini, Claude etc.) at home is the responsibility of the student and parent to align that use with the school's standards of academic honesty. While these tools may support learning, they must not replace a student's original thinking or effort.

Unacceptable uses of AI include, but are not limited to:

● Submitting AI-generated content as your own original work (e.g., essays, projects, reports, or responses to assessments).

● Using AI to complete assignments, solve problems, or others without explicit teacher permission.

● Copying or paraphrasing AI output without proper citation when required.

Students must always follow teacher instructions regarding AI use. Misuse of AI at school or at home for school work will be considered a violation of the academic dishonesty policy and may result in disciplinary action.

Chromebook Turn-in June 2027

At the end of the 2026-27 school year, all Chromebooks need to be returned in good condition. Students in Grade 8 will return their charge cords with their devices. If the cord is not returned, a fee of $20.00 will be charged to the parent's/guardian's FACTS account. For Grades K-7, charge cords will be kept home for use in the 2027-28 school year. The parent/guardian/student is responsible for any costs needed to restore the device to the condition in which it was received by the student in August 2026. These costs are dependent upon if the device can be repaired, as well as if the needed repair is covered by insurance. If the device cannot be repaired by insurance, the cost is dependent upon the quote/invoice from our repair facility. If the device cannot be repaired, the parent/guardian/student will be charged the full replacement cost for the Chromebook ($360.00). Any fees will be charged to your FACTS account. ***June 23, 2026***

Cell Phone/Smart Device Policy

Cell phone use and/or the use of any smart device is not allowed during school hours, 7:30 a.m. to 3:30 p.m.

Smart devices include, but are not limited to, devices such as cell phones and (wrist) smart devices, such as the iWatch. No personal iPad or other tablets are allowed on campus. Please note that any device which has the ability to connect to the internet or that has the ability to communicate with a cellphone is considered a smart device under this policy. ***For this reason, we highly recommend that students not bring any smart devices to school. However, if a parent/guardian wants their child to bring a cell phone or other smart device to school, the parent/guardian needs to give her/his permission by submitting the Cell Phone/Smart Device Policy Form. Please note: Fit bits, and other exercise tracking devices, as well as traditional digital watches, may be worn at school.***

Please note:

- If a parent /guardian/ student submits the Cell Phone/Smart Device Form, the student must turn in their cell phone/smart device to their homeroom teacher upon arrival.
- The cell phone/smart device will be secured by the teacher for the day.
- The phone/smart device will be returned to the student at dismissal, and they must place the phone/smart device in their backpacks immediately.
- Students not complying with the cell phone/smart device policy will have their phone/smart device taken away, and a parent must pick up the phone/smart device from the principal's office. A consequence will be given to a student based on the number of offenses as well as the severity of the offense.
- Students may not use their cell phone/smart device on the bus unless the bus driver gives them permission to use it.
- ***Requesting to bring a cell phone/smart device to school places liability of the phone/smart device on the student and parent/guardian. St. Patrick School is not responsible for any phone or other smart device that is lost or damaged while on campus.***

E-Reader Policy

E-Readers may be brought on campus for use during the school day and/or for use in our aftercare program, Innovation Learning. E-readers may be brought on campus for the reading of previously downloaded books only. Students may not use any other function, such as the internet, while on campus. If a student uses the e-reader for any purpose, other than reading downloaded books, the student will no longer be able to bring their e-reader to school for the remainder of the school year. Students will be responsible for the e-reader throughout the school day and in aftercare. Homeroom teachers will not secure the device. Students will be able to have the e-reader with them for use at appropriate times during the school day, at the discretion of the teacher. If a student uses an e-reader at an inappropriate time, the teacher has the right to take the device away from the student. The device will be returned to the student at dismissal. Bringing an e-reader to school places liability of the e-reader on the student and parents. ***St. Patrick School is not responsible for any e-reader that is lost or damaged while on campus.*** E-Readers are not to be shared at any time with any other student on campus**.** ***Please Note: If a parent/guardian wants their child to bring an E-Reader to school, the parent/guardian needs to complete and submit the Cell Phone/Smart Device/E-Reader Policy Form.***

June 24, 2026

Media Release Policy

"I/We hereby give permission to St. Patrick School to use sound, video and photographic images of my son/daughter for news releases, brochures, social media, including but not limited to St. Patrick School sponsored Facebook, Instagram, and Youtube accounts, and/or any other school related productions. Additionally, I give permission for my son's/daughter's image, work, and first name to be used on the school web page. No last names will be used on any school related website or social media platform. I understand that in not giving permission as stated above, my child will be removed from all photos and videotaping of school events. They are able to be a part of events, but as all of our final productions are taped, this means that your child can practice and take part with the group but will not be able to have any special parts

St. Patrick School cannot be held responsible for any pictures or videotaping that parents take during school events and then share or post them on their social media page. We ask St. Patrick School parents to not tag our school's social media page, but we cannot be held responsible for any parent linking their social media page to the school's.

Frequently Asked Questions about a Chromebook Environment:

St. Patrick School is devoted to giving our students and teachers the tools they need to succeed in an ever-changing digital world. We are a one-to-one Chromebook environment for all students in Kindergarten through Grade 8, and we have been a Google school since 2016. Our goal is to provide a blended learning environment that combines traditional strategies with the use of digital tools.

What is the cost to students/parents?
For the 2025-26 school year our students in grades K-2 will have Touchscreen Chromebooks. Students in grades 3-8 will receive non-touchscreen Chromebooks. All SPS Chromebooks are fully insured for both mechanical and accidental damage. Parents of students in grades K-8 will lease a Chromebook from St. Patrick School at $200.00 per device, per student, per year.

Will this decrease textbooks/materials costs?
The availability of textbooks in electronic format may bring costs down slightly. However, St. Patrick School cannot guarantee cost savings.

What is the difference between leasing a Chromebook from the school and purchasing my own device or using one I already own?
St. Patrick School must own the Chromebooks to control what a student can and cannot do with their Chromebook. These devices are meant for educational purposes only. Any use of a school owned device for personal use is against the St. Patrick School Technology Acceptable Use Policy.

Will my student be able to take his or her Chromebook home?
All students will be able to take their Chromebooks home. They may use it both at school and at home for educational purposes only.

Is a case required?
Yes. All students need a case for their Chromebook. Students in Grades K-8 will receive a school-owned Chromebook case for their device.

Are the Chromebooks covered by insurance?
Included in the annual leasing cost is insurance on each Chromebook through Archangel Tablets. ***The insurance plan will cover accidental damage (drops/cracked screens/liquid spills), liquid submersion, theft, fire/flood damage, natural disasters, and power surge due to lightning as well as any mechanical failure that may occur.*** A Chromebook loaner will be provided for the student while his or her Chromebook is sent out for repair. ***The student/parent/guardian is responsible for any damage to or loss of the loaned device.***

What happens if the Chromebook is misused and needs repair not covered under the insurance?
The student and his or her parents/guardians will be responsible for any charges incurred from the misuse of a Chromebook (termed vandalism). The cost will be dependent on the quote/invoice from our repair facility. If a device cannot be repaired, the student and his or her parent/guardian is responsible for the balance of the damaged Chromebook originally assigned to the student, as well as the full replacement cost of the new Chromebook.

Replacement Costs:
K-8 Chromebooks - $350

Chromebook:
The student and his or her parents/guardians will be responsible for the balance of the lost Chromebook and the full replacement cost of the new Chromebook.
Replacement Costs:
K-2 Touchscreen Chromebooks: $350.00
Grades 3-8 Non-Touchscreen Chromebooks: $250.00

What happens if the Chromebook or power cord is lost or stolen?

Power cord: The student and/or his or her parents are responsible for the replacement of any power cord that is lost, stolen or damaged. (i.e Eaten by the cat or dog, stepped on, or bent due to handling) The parent may replace the cord on their own, or one may be purchased from St. Patrick school for $20.00, which will be charged to your fax account. If a cord simply doesn't work anymore a replacement cord will be issued to the student upon the return of the cord that no longer works. If no cord is returned, then it will be considered a lost cord, and the replacement fee will be the responsibility of the parent.

Will students keep their Chromebooks over the summer?
No. Students will turn in their Chromebooks in June and they will be reassigned back to them the following August.

What will happen to the Chromebooks after students graduate?
The Chromebooks are the property of St. Patrick School and will be recycled to other students at St. Patrick School.

Charging and battery life?
Unless otherwise instructed, the Chromebooks are intended for use at school each day. Students are responsible for bringing their ***fully charged*** Chromebook to school every day. A fully charged Chromebook should last approximately 8 hours.

Will students be able to print?
Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Families may set up Google Cloud Print to print from their Chromebooks at home. Information about Google Cloud Print can be found here; http://www.google.com/cloudprint/learn Please note that students cannot print from their Chromebooks while at school.

Can the wireless network in the school manage the load?
Yes. We continue to monitor our network and make upgrades whenever necessary.

How does the school plan to limit the use of the Chromebook to keep students focused on school?
Google provides a lockdown component that is part of their licensing per device. Also included in each device's annual leasing fee is a subscription to *GoGuardian* (K-8). This is an additional monitoring platform for each student. This platform allows the school to view all student search history, block non-educational websites, and filter for inappropriate and/or concerning searches (such as self-harm). Both security features will work at school and at home.

How then will students be able to research if the lockdown software is in place?
Most St. Patrick School student research is done adequately through the current firewalls and monitoring platforms. St Patrick School ***MAY*** offer more independent research if administration and staff believe students are prepared to do so.

When will Chromebooks be distributed?
The leasing fee must be paid, and the Acceptable Use Policy must be signed and submitted before a student receives their Chromebook. All Chromebooks will be handed out to students during the first 2 weeks of school.

CALENDARS

All calendars can be found on our website at https://www.spswadsworth.org/parents/calendars.cfm

BOARD OF SPECIFIED JURISDICTION

St. Patrick School has a Board of Specified Jurisdiction whose primary function is Ministry Effectiveness, Member Development, Policy Development and Planning, Fiscal Management (Financial Resources; Physical Resources), Institutional Advancement (Communication; Development; Marketing; Enrollment/Recruitment and Retention) and the establishment of school policies. Policies are then implemented by the principal.

Open Board of Specified Jurisdiction meetings are held every month with the exception of December and July. The meeting dates and times are listed in the school calendar and on the Board of Specified Jurisdiction page on the school website. Anyone may attend these meetings.

The Board of Specified Jurisdiction is not a grievance committee for settling parent-teacher problems. Parent-teacher problems are handled via the principal in the school office.

If you wish to address the Board, please call the school office or the Board President to be placed on the agenda. The Board Agenda is prepared one week before each Board Meeting.

2026-2027 BOARD OF SPECIFIED JURISDICTION

Board Members		
C0-Chairpersons	Amy Mally & Jenna Herchenbach	
Ex-Officio Member	Father Wojciech Oleksy (Pastor)	
Ex-Officio Member	Katy Kietzyka (Parish RE Director)	
Ex-Officio Member	Mrs. Mary Vitulli (Principal)	
Ex-Officio Members	Mrs. Julie Shah & Mrs. Karina Poplawski (Parent Association Co-Presidents)	
Member	Annie Barry	Parent
Member	Melissa Caringella	Parent
Member	Allison Corder	Parent
Member	John Crawford	Parent
Member	Scott Dietrich	Parent
Member	Andrew Grzelak	Parent
Member	Christian Khayat	Parent
Member	Rachel Roemer	Parent
Member	Darin Taylor	Parent
Member	Bruce Winter	Parent

BOARD OF SPECIFIED JURISDICTION POLICIES

It is policy of the Board of Specified Jurisdiction of St. Patrick School that:

1-11 All students will abide by the School Dress Code covering uniforms and general appearance. All students will conform to the School's Appearance Code. The Principal will form a committee consisting of parents and teachers to establish standards. Changes, with consideration of fiscal impact on families, will be subject to approval by the Board of Specified Jurisdiction. (Policy and Planning, Fiscal Management)

2-02 Each year the Board shall provide a vehicle for parents to give feedback to the Board on matters of importance relating to the School. This may take the form of an Open Forum, a questionnaire, or other vehicles that the Board feels are appropriate. (Institutional Advancement)

3-11 A member of the Development Committee of the Board of Specified Jurisdiction will serve, as a liaison to the Parish Finance Council in order to promote the advancement of school needs. This shall include but not be limited to, endowment, scholarship, and capital improvement. (Institutional Advancement)

4-11 The principal will form a committee of faculty members to annually review and update the Parent Handbook so that policies and regulations are current to the school year. This shall be brought to the Board of Specified Jurisdiction in May of the current school year for review and approval for the next school year at the June meeting. (Policy and Planning)

5-02 St. Patrick School may be used for non-related school organizations or functions according to Archdiocese regulations. The Principal and Pastor may collect a user fee and/or a security deposit for the use of our school. (Fiscal Management)

6-11 The Board of Specified Jurisdiction shall set and administer the school admission policy as stated in the approved Parent Handbook. (Policy and Planning, Institutional Advancement)

7-11 Budget procedures for the school shall start in the fall. The budget must be approved by the Board of Specified Jurisdiction. A member of the Board of Specified Jurisdiction shall present the approved budget to the Parish Finance Council to receive their approval. Final approval by the Pastor will occur to coincide with the submission of the Parish Budget to the Archdiocese. (Fiscal Management)

8-11 Tuition, as determined by the School's Board of Specified Jurisdiction during the budget determination process with ultimate approval by the parish finance council, shall be paid by all students at St. Patrick School. Tuition payments shall be made in a timely manner as outlined in the Parent and Student Handbook. (Fiscal Management)

9-02 Class size shall be determined according to Archdiocese policies, Kindergarten through 8th Grade: 35 students with a full-time teacher's aide. Class size may be amended the by Board. (Institutional Advancement)

10-11 All students must comply with current state legislation passed regarding physical, dental, and vision examinations as well as immunizations. (Policy and Planning)

11-02 Organizations, including but not limited to Booster Club and Parent's Association that are accountable to the Board of Specified Jurisdiction shall pay their "accounts payable" in a timely manner. A "timely manner" includes:

A. Due upon receipt.
B. Within 30 (thirty) days of invoice.
C. Contract sale, in writing, stipulating:
   1. Date of purchase.
   2. Date of receipt of goods.
   3. Date of payment(s).
   4. No "credit charges" for delayed payment will be allowed.
   5. Date of "paid in full" must be stipulated and should not exceed 9 (nine) months. (Fiscal Management)

12-11 Organizations accountable to the Board of Specified Jurisdiction:

A. Will have constitutions, bylaws, procedures, handbooks, and minutes consistent with parish policies. Handbooks will be approved by the Board of Specified Jurisdiction and will be made available to parents through the St. Patrick School Website.
B. Shall bring any proposed changes to constitutions, bylaws, procedures, and handbooks, or requests for policies to the Board of Specified Jurisdiction for approval.
C. Shall not make policies, as this is the responsibility of the Board.
D. Will set up checking accounts with measures to assure "Accountability."
E. May only deposit funds in existing and approved accounts.
F. Will handle cash in a manner in which the treasurer and the members collecting the cash will be accountable to the organization.
G. May only spend funds approved in their yearly budget.

l. A maximum expenditure variance of $500 from the approved budget will be allowed without submitting
a revised budget.

2. Organizations will set limits in their by-laws to limit members not to exceed a $50 expenditure without prior approval of the organization.

H. Will not limit membership to school families or active members of the parish, as the Board does not require this.

I. Shall make reports at the end of each trimester to the Board of Specified Jurisdiction, including a Treasurer's report. (Fiscal Management, Policy and Planning)

13-11 Review of active and inactive parishioners (Stewardship and non-stewardship families) as it pertains to tuition rate.

St. Patrick School has two posted tuition rates, one for stewardship families and one for non-stewardship families. In general this distinction is only applied when a family, for whatever reason, declares themselves as a non-stewardship family or a non Catholic Family. As per the "Parent Tuition Agreement", rates for tuition will be determined by active participation of the family in parish life. This includes but is not limited to participation in the mass and sacraments, ministry involvement, and living the stewardship way of life. The Pastor and/or his designated associate(s) will use this information to determine, on an individual basis, if the family participates in the parish community. If the Pastor concludes that this family is not an active parishioner (Stewardship family), the tuition for the following year will be increased to the non-parishioner rate. (Fiscal Management)

BOOSTER CLUB

The Booster Club is an organization headed by the Athletic Director and assisted by school parents and other adult members of the parish who volunteer to coordinate, supervise, and fund the various athletic activities of the school. This includes boys/girls basketball, boys/girls volleyball, cheerleading, and track. The Club is responsible to the Board of Specified Jurisdiction, and thus subscribes to their philosophy of the St. Patrick Athletic Program, as follows:

The athletic program of St. Patrick School strives to develop young Christian athletes. Participants place their relationship with God before individual and team accomplishments. They are taught to play their best as they demonstrate the qualities of good sportsmanship and fair play.

The following developmental objectives are consistent with this philosophy:

1. Student athletes develop SPIRITUALLY by applying Christian principles of fair play and positive regard for others in practice and competition.
2. Student athletes develop PHYSICALLY by promoting good health habits for self and family, improving physical fitness, and learning new skills.
3. Student athletes develop PSYCHOLOGICALLY by increasing their feelings of self-worth, and by improving their self-discipline and sense of responsibility.
4. Student athletes develop SOCIALLY by practicing good sportsmanship, by developing improved cooperation with others as part of a team, and by learning effects of competition in playing to win yet learning from defeat.

Parents of athletes participating on St. Patrick School teams are required to volunteer their services to assist in various club activities and fund raising projects. Activities include chaperoning games, communications, and occasional meetings.

One of the Club's greatest responsibilities is to select coaches with expertise in their sport who are positive role models for our students. We wholeheartedly acknowledge our coaches as fine leaders and motivators, and support their policies and practices. It is imperative that all players be at every practice and game on time unless excused for illness or other legitimate reason. Only players who compete in league games can practice with the team. The coach has the ultimate responsibility to determine player eligibility on the basis of attendance and punctuality. Coaches, too, have the responsibility to end practices on time so that players can be picked up immediately.

There is a $100 Activity Fee per student (5th – 8th grades) for each sport your child participates in, including cheerleading. There is a $35.00 Activity Fee per student (5th grade) for instructional basketball. All parents are urged to attend their

son's and daughter's games so as to lend both their physical and moral support to our students' efforts. Any serious concern parents or students have about the athletic program should be addressed directly to the Booster Club Athletic Director. Booster Club meetings will be held the third Wednesday of every month. All meetings will begin at 7:00 P.M.

2026-2027 Booster Board

Board Members:

- **Athletic Director** – Miss Nora McKinnon
- **Faculty Member** – Mrs. Karen Rojas
- **Ex-Officio Member** – Father Wojciech Oleksy (Pastor)
- **Ex-Officio Member** – Mrs. Mary Vitulli (Principal)
- **Volunteer Coordinator** – Mrs. Brooke Turk
- **Operations Coordinator (Concessions)** – Mr. Justin Hubbard
- **Uniforms** – Lauren Anders
- **Referee Scheduling Coordinator** – Mr. Steve Smith
- **Tournament Scheduling Coordinator** – Mr. Jim Stachowiak
- **Family Involvement Coordinator** – Jamie Deehr
- **Finance** –Kelly Mantas
- **Eligibility Coordinator** -Lucy McKinnon

ST. PATRICK PARENT'S ASSOCIATION

The St. Patrick Parent's Association is dedicated to strengthening the partnership between home and school. It provides an organized and effective vehicle for ongoing parent-school collaboration. Membership in the association is open to all parents, faculty, and parish members. The organization consists of an executive board and several committee chairpersons.

PRINCIPAL'S RIGHT TO AMEND PARENT/ STUDENT HANDBOOK

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep the parent/guardian informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances possible to assist you in finding adequate services.